

JOB DESCRIPTION

**JOB TITLE: Driver / Clerical Assistant
(Compliance and Logistics)**

JOB NO: CE9017XV

GRADE: Gr 2 **(consultation grade - subject to formal
evaluation under the Pay Equity Review)*

**DIVISION: Shared Service
Centre**

NO OF POSTS: 5

**SECTION: Corporate Postal and
Scanning Services**

1. JOB PURPOSE

- 1.1. To provide driver / courier and clerical assistance in respect of Postal Service duties in accordance with the appropriate legislation and office procedures.
- 1.2. To provide driver / courier and clerical assistance in respect of Postal Service duties for both internal and external customers / organisations.

2. RESPONSIBILITIES

- 2.1. Delivery, collection and distribution of post/documentation/items throughout Shared Services, other Council Departments, and external organisations in accordance with SLA's, to properties within the CAB portfolio and other sites, as required.
- 2.2. Ensure that all up-lift documentation and mail presentation is correct. Advising customers where required.
- 2.3. Remove, sort and stack postal bags / trays and documents in preparation for collection/deliveries.
- 2.4. Undertake special deliveries and/or collection as and when required (including receipted confidential priority post, messenger duties and heavy packages, as required).
- 2.5. Assist with route planning as required in order to achieve best value and service for all customers.
- 2.6. Ensure post vehicle is properly maintained with regard to fuels, water, tyre pressures, MOT, Road Tax and appropriately cleaned.
- 2.7. Maintain security of the vehicle and its' contents at all times.
- 2.8. Interrogation and updating of computer systems to provide daily reports in line with office procedures. Also to ensure correct direction of post.

- 2.9. Preparation of documents for including batching for internal or external processing, including Scanning and Indexing.
- 2.10. Collation, preparation and folding of outgoing post for despatch as required.
- 2.11. To regularly count post to assist in obtaining statistical information for use in SLA's..
- 2.12. Prepare daily post using appropriate equipment in line with office procedures.
- 2.13. To provide general clerical assistance, including the answering of the office phones.
- 2.14. To have a flexible approach to the work of the section.
- 2.15. By prior arrangement, to be flexible with regard to working hours to meet the varying business requirements.

3.0 SUPERVISION RECEIVED

3.1 LEVEL OF SUPERVISION

- 1. Supervised with work checked by [Senior Assistant](#).
- 2. Left to work within established guidelines subject to scrutiny by the Senior Assistant
- 3. Work allocated by the Senior Assistant to ensure defined objectives are met.

4.0 SUPERVISION GIVEN - None

5.0 SPECIAL CONDITIONS

	Staff
Equality/Diversity	Adhere to and implement the City Council's Policy on Equality of Opportunity.
Sustainability	Contribute to the City Councils Sustainability Strategy by being aware of the resources required to undertake this work and making sure that resources are not wasted and are disposed of in a sustainable way.
Health & Safety	Follow safe working practices and assist in the maintenance of good housekeeping standards in order to achieve a safe and health working environment.
Working Hours	Early start and late night on rota basis from 7.00 am to 7.00 pm (if required). May be required to work outside of normal office hours on an

	occasional basis.
	Must be able to drive commercial vehicles up to and including 7.5 tonnes, and have the appropriate full licence. Must be able to lift and carry parcels. Manual Handling training will be given

PERSON SPECIFICATION

JOB TITLE: **Driver / Clerical Assistant (Compliance and Logistics)**

GRADE: **GR2****(consultation grade - subject to formal evaluation under the Pay Equity Review)*

DIVISION: **Shared Services Centre**

DEPARTMENT: **Resources**

CRITERIA	ESSENTIAL	Method of Assessment
<i>Experience</i> (Relevant work and other experience)	1. Experience of driving private and commercial vehicles	AF/I
	2. Experience of working in a pressurised environment.	AF/I
	3. Experience of working effectively and accurately to deadlines.	AF/I
	4. Experience of route planning.	AF/I
	5. Experience of team working to ensure best practice	AF/I
<u>Skills and Abilities</u> e.g. Written communication	1. Understanding of basic car requirements / mechanics.	AF/I/T
	2. Understanding of mechanised processes (Machinery)	AF/I
	3. Ability to work under pressure and meet deadlines and targets.	T/I
	4. Ability to learn new tasks quickly. To retain the information and implement these skills in an effective manner.	T/I
	5. The ability to work as part of a team and understand the needs of other team members (e.g. sharing the workload on an equitable basis).	I
	6. To be able to work as part of a team and understand the needs of other team members (e.g. sharing the workload on an equitable basis).	AF/I
	6. To be able to organise and prioritise personal workload in line with office policy and work on own initiative when necessary.	AF/I
	7. To possess good communication skills.	AF/I
	8. Must have a good basic level of numeracy and be literate.	AF/I
9. To ensure that even when carrying out repetitive tasks, a high quality service is achieved each time/every time.	AF/I	
CRITERIA	ESSENTIAL	Method of

		Assessment
<u>Training</u>	<ol style="list-style-type: none"> 1. To undergo training appropriate to the position and grade and apply the training effectively in the workplace. 2. To assist with the training of other staff as and when necessary. 3. To undergo training to drive 3.5 tonne and 7.5 tonne vehicles 	
<u>Education/Qualifications</u>	<ol style="list-style-type: none"> 1. Full clean UK Driving licence. 	AF
<u>Other</u>	<ol style="list-style-type: none"> 1. To have a flexible approach to work in relation to the targets of the section taking into account the fluctuating workload and other demands made on the section. 2. To have an understanding of and be committed to Equality of Opportunity 3. Contribute to the City Councils Sustainability Strategy by making sure that resources are not wasted and are disposed of in a sustainable way 4. To have an awareness and the application of daily health and safety issues. To follow safe working practices and to contribute to maintaining a safe and healthy environment. 5. To apply a customer focused approach to all daily working practices. 	I

Method of assessment:

AF = Application Form

T = Test

I = Interview