

## **Despatch Driver**

**Salary:** Band 3 £25,958 per annum, (£13,690 Part time TTO)

**Hours:** 22.5 hrs per week (10:00 - 14:30 Mon - Fri) - term-time only

**Contract:** Permanent

## **The Service**

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how you are and how you work then this could be the role that meets your expectations.

## **What is the role?**

Responsible to the Civic Operational Manager the role provides a diverse operational support function including: the distribution of school meals, internal/external mail and parcel distribution, receipt, co-ordination and storage of major goods-inwards, minor moving of furniture and equipment within the Civic Offices and across various premises and schools and manning the goods-inwards station Monday to Friday.

## **Who is the person?**

You need to:

1. Ideally have a good knowledge of the highway code and you must hold a current driving licence for a manual vehicle in order to drive a range of vehicles provided for the relevant tasks of the role.
2. Complete daily/weekly vehicle checks in accordance with driving procedures.
3. Follow schedules of deliveries/collections of internal mail, parcels and range of equipment to various premises across the city.
4. Deliver and collect school meals/containers from production kitchens to school dining halls in accordance with the timeframes of the meal periods whilst ensuring compliance with quality standards and service levels agreed between clients and landlord services.
5. Sort internal/outgoing mail in readiness for redistribution, delivery or collection by external mail providers in accordance with current practice and procedures.
6. As part of the team, we operate an in-house rota to ensure that you are familiar with all aspects of the operational support assistant functions to include mail sorting duties, mail/parcel delivery, major goods inwards duties and manual handling functions.

7. Be flexible in approach and understand the need to adapt to changing workloads and roles in order to cover for others in the team.
8. Be proficient in the operation of the franking machine to process and record volumes of external daily mail.
9. Ensure that large deliveries to goods inwards are receipted, coordinated, stored and delivered as appropriate and undertake the delivery of stores, printing, moving of furniture, equipment, etc., as directed.
10. Be responsible for major goods inwards deliveries: to receipt, co-ordinate and move to storage.
11. The above range of duties and responsibilities is not exhaustive; postholders will be expected to perform work of a similar level and responsibility when requested to do so.
12. Observe their duty to all Health and Safety rules and to take all reasonable care to promote the health and safety of themselves and others.

**Special Conditions attached to the post:**

1. Uniform is provided and must be worn at all times.

**You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.**

**General Data Protection Regulation (GDPR)**

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our career portal.