



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Logistics and Mailroom Assistant	Role Profile Number: AO00020
Grade: J	Date Prepared: 10 August 2015
Directorate/Group: Enabling Services/Business Services	Reporting to: Centralised Business Support Manager
Structure Chart attached:	No

Job Purpose

- To deliver and collect mail and other items for the Council to and from onsite and off-site premises.

Key Accountabilities

- Sort mail and other items in accordance with Council requirements
- Collect mail and other items as required by the Council including off site deliveries and collections. Deliveries and collections will be made via walking routes and via routes requiring the driving of post vans provided by the Council.
- Daily operation of the franking machine
- Sort DX mail and deliver
- To provide cover where required for other team members. This may include additional hours from time to time.
- To scan all incoming post and e-mail to designated service mailboxes

Supplementary Accountabilities

- To undertake other administrative work within the team as required.

Knowledge & Experience

- To have basic IT skills ie email
- To have good organisational skills
- Be able to move and lift heavy objects in line with Health & Safety guidance
- Must have a clean driving license

Qualifications

- Knowledge of a Post room environment

Decision Making

- No direct decision making required

Creativity and Innovation

- Not applicable

<u>Job Scope</u>	Budget Holder	Yes/No
Number and types of jobs managed <ul style="list-style-type: none">• None•	None	No
Typical tasks supervised/allocated to others <ul style="list-style-type: none">• None	Asset Responsibility:	No

Contacts and Relationships

- The post holder will have contact with officers of the council, Members and the public.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

- The work will involve off site lone working using the Councils post van
- The role can be physically demanding including the lifting heavy objects

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	