

<b>Job Title:</b> Delivery Driver	<b>Role Profile Number:</b> LI00003
<b>Grade:</b> J	<b>Date Prepared:</b> 2016 Reviewed Aug 2020
<b>Directorate/Group:</b> Children's Services: Libraries	<b>Reporting to:</b> Supervisor West Swindon Library
<b>Structure Chart attached:</b>	

**Job Purpose**

- Drive the library delivery vehicle
- Load and deliver library stock items across the library network, civic campus, and other locations as directed
- Sort items collected for efficiency of delivery
- Collect, sort and deliver internal post across the library network
- Deliver other items as required e.g. tables, chairs, display boards and recycling

**Key Accountabilities**

- Deliver and collect stock and items from designated library drop-down points
- Assist in the planning of a logical route for deliveries
- Responsible for safeguarding the condition and security of items delivered and collected, by careful handling, loading, securing in transit and off-loading in compliance with H&S guidelines, risk assessments, SBC policy and as directed by the line manager
- Check that the vehicle being used is in a roadworthy condition by undertaking daily vehicle checks, reporting faults, and ensuring the vehicle is fuelled regularly, serviced and maintained and complies with all health and safety regulations
- Ensure the interior and exterior of the vehicle is cleaned regularly and maintained to a high standard
- Ensure that the vehicle and mobile phone are used appropriately in accordance with legislation and SBC policy
- Drive and act with courtesy and respect for other road users and pedestrians and adhere to the SBC "Vehicle use and Driving Standards Policy"
- Unlock and enter library buildings when the library is closed; ensure buildings are secure when resetting alarms and locking outer doors

**Supplementary Accountabilities**

- In accordance with the provisions of the Health and Safety at Work Act 1974, take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council, so far as is necessary, to enable the Council to perform or comply with its duties under any statutory health and safety provisions
- Ensure that any personal training needs are identified and discussed with the line manager

- Attend any driving assessments and training as required by the Library Service or SBC
- To be aware of and behave in accordance with Swindon Borough Council's commitment to welcoming and valuing diversity and ensuring that no customer either internal or external will receive less favourable treatment or unjustifiable discrimination on the grounds of race, sex, sexual preference, religion, impairment, age or home address
- This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing needs of the department, always in consultation with the post holder

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas and will be required to provide evidence of this:*

- Experience of working in a customer focused environment
- A positive attitude to dealing with colleagues and the public
- Extensive driving experience
- Clear communication skills
- Ability to use initiative when necessary
- Must be literate and numerate
- Must be organized and have excellent time management skills
- Must be flexible and adaptable to meet changing work situations
- Lone working is required for this role
- Lifting of books and crates and some furniture, bending and standing for long periods

### **Qualifications**

#### **Essential**

Current clean UK driving license

Experience of driving large vehicles

#### **Decision Making**

- Shows creativity in using resources to deliver cost effective service
- Can make effective decisions quickly and will act on own initiative in order to resolve problems
- Has proven results obtained through team work and individual effort
- Can demonstrate that they are an innovative problem solver

#### **Creativity and Innovation**

- Reviews ways of working and identifies opportunities to improve the quality of work of the team
- Identifies creative solutions to Council wide issues and takes action to address them
- Shows creativity in using resources to deliver a cost effective service looking beyond the boundary of current service delivery
- Continually identifying, evaluating and implementing innovative new areas of partnership to maximise and enhance the benefits for the wider community

<ul style="list-style-type: none"> <li>• <b><u>Job Scope</u></b></li> <li>• <b>Number and types of jobs managed</b></li> <li>• <b>Typical tasks supervised/allocated to others</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Budget Holder</b></li> <li>• <b>Responsibility</b></li> <li>• <b>Asset Responsibility:</b></li> </ul>	<ul style="list-style-type: none"> <li>• No</li> <li>• .</li> </ul>
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### **Contacts and Relationships**

Will have contact with Directors, Managers, Library Services Staff, Staff at maintenance depot, Staff of other organisations in shared buildings, members of the public and volunteers.

### **Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

#### **Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people?"

#### **Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

#### **Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

### **Other Key Features of the role**

- Lone working
- Lifting and carrying furniture, moving crates of books and trolleys carrying multiple crates
- Potential verbal abuse and aggression from people and drivers
- Working outside

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	