

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: The Environment, Culture Leisure & Events		Service Area: Libraries & Information Services
JOB TITLE: Courier Driver		
GRADE: D		
REPORTING TO: Libraries Improvement Co-ordinator		
1.	JOB SUMMARY: To provide a comprehensive Courier Service to the Department.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	To drive light vans and follow a regular routine for delivery and collection to all service points with the department.	
2.	To drive light vans to transport (including the loading and unload) of furniture, equipment and other light loads as required.	
3.	To carry out regular routine maintenance and cleaning of vehicle to ensure it is in a roadworthy condition.	
4.	To collect and dispose of departmental salvage as required.	
5.	To take reasonable care of your own health and safety and co-operate with management so far as is necessary to enable compliance with the authority's health and safety rules and legislative requirements.	
6.	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.	
7.	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.	
8.	To ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)



PERSON SPECIFICATION

Job Title/Grade	Courier Driver	Grade: D
Directorate / Service Area	The Environment, Culture, Leisure & Events	Libraries & Information Services
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • A good standard of education • Current clean driving license 		Application form
Experience	<ul style="list-style-type: none"> • Driving • Handling of confidential information • Basic vehicle checks 	<ul style="list-style-type: none"> • Knowledge of local area • Courier duties 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent communication skills at all levels • Ability to work to deadlines • Ability to form good working relationships 		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
	<ul style="list-style-type: none"> • Ability to work on own initiative • Ability to prioritise work and work with minimum supervision • Flexibility • Awareness of health and safety 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Smart appearance • High personal standards and self-discipline • Effective team worker • Social • Assertive 		

Person Specification dated August 2021