

Directorate: Growth, Environment & Transport
Unit/Section: Libraries, Registration & Archives
Grade: KR3
Responsible to: Transport Supervisor

Purpose of the Job:

To make deliveries of books and other materials to Library, Registration & Archives (LRA) premises, residential homes and prisons across the county for the internal van delivery service.

Main duties and responsibilities:

- Drive and maintain a vehicle to make deliveries of books and other materials to LRA premises, residential homes and prisons. Although part of a team of drivers whilst carrying out these duties you will be working alone
- Ensure the vehicle is fit for the road by undertaking and logging daily routine checks of lights, tyres, oil, water etc., reporting any defects, to maintain the safety of the driver and goods.
- Ensure the vehicle is loaded safely, manually handling and storing all deliveries to make the most efficient use of the vehicle, for optimum efficiency and safety.
- Drive in accordance with the Highway Code regulations, and take responsibility for the vehicle, including security and the completion of paperwork to provide a safe and efficient service.
- Maintain a clean vehicle both inside and out to provide a clean environment for users of the vehicle.
- Maintain the security of all unstaffed buildings after deliveries and collections have been made, by keeping keys and security codes secure and locking buildings, to ensure the security of buildings.
- Display active commitment to a customer focused service by placing the customer at every aspect of the work, engaging with internal customers in a friendly, helpful manner and achieving the best possible outcome for the customer.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Driver*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Clean driving licence with experience of driving medium to large vans up to 3.5t</p> <p>Can demonstrate the ability to use IT relevant to the post.</p>
EXPERIENCE	<p>Experience of making deliveries and pickups according to daily schedules</p> <p>Experience of driving a delivery fleet in accordance with relevant transport and highway regulations</p>
SKILLS AND ABILITIES	<p>Able to work effectively as part of a team</p> <p>Ability to organize workload in accordance to the daily schedules</p> <p>Able to undertake day to day operational duties unsupervised</p> <p>Able to manually handle and load deliveries efficiently and safely</p> <p>Able to engage with internal customers to ensure satisfactory service on behalf of LRA</p> <p>Understands customer care and is able to apply the customer's needs to the development of the service</p> <p>Ability to respond appropriately when faced with difficult situations e.g. complaints from internal customers.</p>
KNOWLEDGE	<p>Knowledge of relevant transport and highways regulations</p> <p>Understands and able to apply health and safety procedures relevant to the job, identifying and addressing potential dangers to self, colleagues and the public.</p> <p>Knowledge and compliance with equality policy, procedures and legislation.</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p>

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making

(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)