

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Courier Driver

Vacancy ID: 007006

Salary: £8.9009 per hour

Closing Date: 18/12/2016

Benefits & Grade

Grade D

Contract Details

2 posts, Casual

Contract Hours

As and when required

Job Description

Stockton Library Service is currently compiling a list of relief courier drivers. The successful applicants will be expected to provide holiday and sickness cover as and when required, working between 8am and 4pm from Monday to Friday.

We are looking for someone with a positive attitude and a commitment to delivering a quality service to join the team. You will be required to drive our Courier vehicle which travels between libraries situated across Stockton on Tees.

You will need to be enthusiastic, reliable and flexible with good communication skills as you could find yourself dealing with members of the public of all ages and from a range of backgrounds. Primarily you will be delivering book stock and post which has been returned to Library sites during the working day and distributing circulating collections and new stock around Libraries. This will entail regular lifting and carrying of boxes of books and may also involve the occasional moving of equipment and furniture. You will be expected to undertake regular vehicle checks and adhere to servicing schedules as set out by the Fleet Management section of the Council.

Time management skills are required as you will be responsible for ensuring all Library sites are serviced during the daily schedule although the work will be directed by the Library Improvement Coordinator.

Familiarisation training will be given before you are permitted to drive the vehicle. When the opportunity arises you will undertake a manual handling course. A full clean driving license is required.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Sue Sneyd, Improvement Coordinator, on 01642 526472.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

**CULTURE, LEISURE & EVENTS
JOB DESCRIPTION**

Post Title: Courier Driver
Post Ref: 16518
Grade: D
Responsible to: Community Libraries Officer

Job Purpose:

To provide a comprehensive Courier Service to the Department.

Main Duties and Responsibilities:

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 unloading) 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 authorities 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.

This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulations, orders rules and working practices, methods and procedures and reviews, as direct from time to time.

**CULTURE, LEISURE & EVENTS
PERSON SPECIFICATION**

Post Title: Courier Driver
Post Ref: 16518

FACTOR	ESSENTIAL	DESIRABLE
Qualification	<ul style="list-style-type: none"> • A good standard of education • Current clean Driving License 	
Experience/Knowledge	<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
Skills	<ul style="list-style-type: none"> • Excellent communication skills at all levels • Ability to work to deadlines • Ability to form good working relationships • Ability to work on own initiative • Ability to prioritise work and work with minimum supervision • Flexibility • Awareness of Health and Safety 	
Personal Attributes	<ul style="list-style-type: none"> • Smart appearance • High personal standards and self-discipline • Effective team worker • Sociable • Assertive 	