

Title Mailroom Courier Driver	Service Group Chief Executive’s Department	Post Ref. NJE1090
Job Purpose To sort, deliver and collect a variety of Mailroom items and associated products by visiting various countywide buildings each day.		
Key Responsibilities 1. Ability to work under own initiative and manage personal workloads. 2. The post requires the ability to lift and transport heavy items. 3. Complete the courier service to support both internal & external collections. 4. Collect and deliver mail and stationery items by NCC vehicle. 5. Despatch and collect all mail items within both internal and external agreed SLA’s. 6. To maintain and operate vehicles in accordance with policies, procedures and issued Guidance. 7. To complete all documentation related to vehicle operations as required. 8. To wear protective clothing and PPE as issued. 9. To participate in a business focussed manner to cover the fixed hours to complete the daily courier run. 10.To ensure the cleanliness of all vehicles is maintained to a high standard. 11.Check Resource Hubs on a daily basis and replenish stationery to pre-agreed levels in County Hall and Trent Bridge House. 12.To undertake any other duties which may reasonably be regarded as within the duties and responsibilities of the post as defined in this document.		Key Accountabilities 1. Work successfully as a team member. 2. To be accountable for all vehicles. 3. To alert management of any issues or concerns that may affect service provision and safe operation of vehicles. 4. To adhere to key operational procedures at all times. 5. To undertake all training commensurate with the post. 6. Ability to work within set guidelines, procedures & deadlines. 7. To embrace the NCC corporate image and ensure that team members are identifiable to our customers, both internal and external.
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification	
Education and Knowledge <div><div>1. A full endorsement free driving licence.</div><div>2. Manual Handling training.</div><div>3. Ability to work without close supervision.</div><div>4. Understanding of Local Authority Policies & Procedures.</div><div>5. Knowledge of Health & Safety policies and procedures.</div><div>6. An outline knowledge of the principles of the Data Protection Act.</div></div>	Personal skills and general competencies <div><div>1. Willingness to learn new skills and to participate in personal development opportunities.</div><div>2. The ability to meet delivery targets and agreed objectives by effective use of resources and time.</div><div>3. Ability to devise solutions and prioritise resources.</div><div>4. Works well with colleagues but also able to work on their own initiative.</div></div>
Experience <div><div>5. Minimum of 4 years driving experience.</div><div>6. Experience of working within a mail distribution environment.</div><div>7. Experience in working to tight schedules.</div></div>	
Role Dimensions Responsible for agreement and delivery of the service provision with Nott’s County Council in order to meet customer expectations and to drive efficiency savings throughout the operation where applicable.	

Date