



THE POST

College/Service: Campus Services (<http://www.exeter.ac.uk/campuservices/>)

Post: Driver/Porter/Cleaner

Reference No: P21414

Grade: B

Reporting To: Manager Cleaners & Porters
Assistant Buildings Facilities Manager

Responsible For: No staffing responsibilities

The above part time (25 hours per week) permanent post is available in Campus Services.

Job Description

Main purpose of the job:

The transport section provides a cost effective transport facility for the University. It organises and manages on a daily basis the Campus Services Transport Fleet and ensures that the requirements of the various Colleges/Departments are met. The post will be 25 hours per week.

The post holder will be expected to carry out duties with minimal supervision, and will liaise with a wide range of staff, flexibility is a key aspect of this role as operational requirements may change at short notice.

Main duties and accountabilities:

Be ultimately responsible to the Assistant Buildings Facilities Manager, who line manages the transport team, to carry out the various tasks and duties.

Drivers will be required to transport:

- University staff, students and other persons when directed (to include the am & pm minibus service to and from St. David's station).
- University external and internal mail/parcels when required.
- Furniture, fine arts, goods, equipment, bar/foodstuffs and cleaning equipment
- Mon, Wed and Fri trips to Tremough Campus and other outlying locations.

Drivers are required to drive any of the University's vehicles (including University cars on occasions) as well as hired vehicles and must be proficient and licensed to drive 7.5 tonne vehicles, minibuses, forklift trucks, Luton vans and small delivery vehicles.

To maintain the appropriate procedures and records for recording mileage, refuelling of vehicles and any other type of report required to be completed to monitor vehicle usage, maintenance etc.

To be responsible for cleaning Campus Services vehicles, carrying out routine oil, water, tyre and damage checks. Observe and report any accident or damage that could render the use of the vehicle illegal.

To be responsible for removals on campus. Some heavy lifting will be involved with items to include, office furniture, filing cabinets and other articles and materials as and when required.

To be responsible for the correct storage of goods and the maintenance of the storage areas.

Drivers will be expected to attend all mandatory training courses to allow them to carry out their duties as required and any courses identified by your line manager/supervisor to enhance your overall performance within the post.

Drivers will be expected to work in academic buildings to assist with portering and mail delivery duties when necessary.

To wear the uniform issued to them at all times whilst on duty and to maintain good personal hygiene and appearance to meet University and customer expectations.

To work within the Health and Safety Act. The post holder has a legal duty to take reasonable care for all issues relating to their own health and safety and others who may be affected by their actions.

To take part in risk assessment procedures and the implementation of agreed and recommended work practices within the area.

To be able to give and receive information effectively and display a positive and polite attitude to customers and colleagues.

This job description summarises the main duties and accountabilities of the post and is not comprehensive. The post holder may be required to undertake other duties of a similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Attainments/Qualifications	Full clean driving license including D1 (must be able to drive 7.5 tonne vehicles and minibuses)	Clean driving license . Manual Handling and Health and Safety Certificates.
Skills and Understanding	Be able to participate in heavy lifting as required in line with Health and Safety and Manual handling regulations Good customer care and communication skills	Geographical knowledge of the South-West
Prior Experience		Experience in a similar role – ideally heavy lifting, removals and driving
Behavioural Characteristics	Able to work on own initiative. Good team worker. Flexibility in terms of hours and working practices	

Additional Information Relating to the Post

Salary

Salary will be circa £14,061 pro rata subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 25 hours per week worked by arrangement with your line manager.

Overtime

When overtime is worked, by prior arrangement with your Manager time off in lieu will be given or (provided you have worked more than 36.5 hours) will be paid at time-and-a-half.

Annual Leave

The annual leave entitlement for full-time appointments is 39 days (pro rata for part-time appointments) – see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml> for more information.)

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>). In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the University of Exeter Retirement Benefits Scheme (ERBS) is automatic provided that you meet the qualifying criteria for membership.

The ERBS is a contracted-out scheme and the employee's contribution is 6.25% of gross salary; the University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. This scheme is a Career Average Revalued Earnings scheme, for further information please visit <http://admin.exeter.ac.uk/personnel/pensions>. You may opt out of the scheme: if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email a.j.rose@exeter.ac.uk).

Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **30 January 2013**. We expect to hold interviews in Exeter on **11 February 2013**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.