Delivery Driver

DESIGN AND PRINT SOLUTIONS

Closing date: 20 November 2017
Interviews: 1 December 2017
**Directors Introduction**

As a member of the Commercial Services team you will be a key contributor in supporting our section to provide essential income to support the University’s key objectives. The services we provide underpin values that will enhance the ‘student experience’, whilst being profitable and sustainable.

We work in an all-inclusive environment where the word ‘team’ is part of our culture. We provide an excellent benefits package supporting market led terms and conditions of employment. We are committed to Investors in people and this is demonstrated by providing an open door policy giving access to the Management Team from all levels of the organisation.

I wish you well with your application.

Jon Greenwood, Director of Commercial Services

**Design and Print Solutions**

Design and Print Solutions is part of York Conferences Limited, a wholly owned subsidiary company of the University of York.

We offer a high quality yet affordable service to departments, staff and students at the University of York, as well as external organisations.

We print and deliver a wide range of printed items around campus and the surrounding area while our design team create innovative and inspiring designs.
YCL

YCL is a wholly owned subsidiary company of the University of York. YCL was formed in 2012 with the overall aim to deliver a profitable service and provide essential income to the University.

YCL is continuously looking for new ways to support the University. In 2017/18 a new retail store and catering outlet will open for the use of students, staff, visitors and local residents.

There are a number of commercially focussed departments which make up Commercial Services, Catering and Bars, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services and support teams including Human Resources Central Administration and Marketing.

YCL was awarded iiP Silver in August 2014.

Benefits Package

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- On-site parking
- Concessions rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and tradesmen
- Salary sacrifice schemes including cycle to work, childcare vouchers and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates
- Uniform provided

Attractive Place to Work

Centred around the picturesque village of Heslington on the edge of the city of York, the campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 we have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion.

During this period of change YCL has also grown to support the larger campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.

The University

Founded on principles of excellence equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the centre for almost 16,000 students across 30 academic departments and research centres. In just 50 years we have become one of the world’s leading universities and a member of the prestigious Russell Group.

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles—just a few of many attractions.

But York isn’t just a great place to visit—it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.
Salary: £14,470 per annum, reduced pro rata
Grade: A1
Hours of work: 18.5 per week
Contract type: Open
Reporting to: Design and Print Solutions Manager
Location: University of York, Heslington, York, YO10 5DD

Main purpose of this role:
Collect and deliver copy and print jobs around the University of York Campus and local external customers.

Key responsibilities and duties:
- Working to our Standard Operating Procedure and delivery schedule, carry out collections and deliveries across Campus and to local external customers.
- Maintain a record of collections and deliveries in the course of the scheduled service.
- As the front line operative; represent and promote the activities of Design & Print Solutions in a professional and business-like manner.
- Carry out daily, weekly and monthly vehicle checks in line with the Vehicle Safety Manual.
- Manual handling of printed goods, paper and other stock deliveries.
- Assist with packing print jobs and carry out basic print finishing tasks to the required standard in the Print Unit.
- Attend any training appropriate to the work undertaken.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.

Working conditions:
- You will be required to drive a company vehicle.
- Due to the nature of the post you will be on your feet a good proportion of the shift.
- The post involves a large amount of manual handling.
- The post holder will be expected to demonstrate a high standard of driving skills at all times.
- The post holder will work in all weather conditions.
## PERSON SPECIFICATION

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<th>ESSENTIAL</th>
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<td><strong>QUALIFICATIONS</strong></td>
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<td>Current, full UK driving licence with no endorsements.</td>
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<td>For insurance purposes you must be over the age of 25.</td>
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<td><strong>KNOWLEDGE</strong></td>
<td>Knowledge of the layout of the University of York Campus and surrounding area.</td>
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<td>Knowledge of basic manual handling and safe lifting techniques.</td>
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<td><strong>SKILLS / ABILITIES / COMPETENCIES</strong></td>
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<td>Customer focussed with the ability to deal with customers in a professional and courteous manner.</td>
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<td>Good organisational skills with the ability to prioritise deliveries to meet deadlines.</td>
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<td>Ability to work effectively under pressure and deliver to strict timescales.</td>
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<td>Effective communication skills.</td>
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<td>Ability to follow company procedures.</td>
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<td>Ability to plan routes and prioritise deliveries and collections.</td>
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<td><strong>EXPERIENCE</strong></td>
<td>Previous print finishing / binding experience. Previous experience of delivery driving work.</td>
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<td>Experience of van driving would be an advantage as some of the delivery points require careful manoeuvring.</td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
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<td>Smart, presentable appearance.</td>
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<td>Good general health and physical fitness—must be able to lift, bend and stretch regularly as part of the daily regime.</td>
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<td>Reliable, must be a good timekeeper.</td>
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<td>Flexible approach with the ability to work additional hours and weekends during busy periods if required.</td>
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How to Apply

Online

- Go to [https://jobs.york.ac.uk/ycl](https://jobs.york.ac.uk/ycl)
- Find the vacancy using reference 6179
- Complete the online application form

You will need to submit your application by midnight (GMT) xxx

What will I need?

We will ask you for:

- Personal details
- Your employment history
- Relevant qualifications
- Contact details for two referees

You will need to be ready to show us how you meet the requirement of the job, either in a written statement and / or by answering questions.

The Company will only recruit individuals who have passed the school leavers age. For further information and confirmation of the school leavers age please visit the City of York Council [website](https://jobs.york.ac.uk/ycl).

Applicants aged under 18 year of age will only be offered 20 hours a week or less and they must provide evidence that they are in full or part time education/training, or undertaking work based learning such as an apprenticeship.

Help and assistance

Direct queries to [ycl-hradmin@york.ac.uk](mailto:ycl-hradmin@york.ac.uk)

01904 328413/01904 328424