

## Transport Operator - Waitrose Distribution

<b>Location:</b>	
<b>Reports to:</b> Transport First Line Manager	
<b>John Lewis Partnership overview:</b>	
<p>We believe the John Lewis Partnership is a better way of doing business. The Partnership is the UK's largest employee-owned business and home to our two cherished retail brands - John Lewis &amp; Partners and Waitrose &amp; Partners. Everything we do is powered by our unique purpose, which puts the happiness of Partners at our core through worthwhile and satisfying employment. And every one of us is obsessed with inspiring and delighting our customers through outstanding quality products and food and unrivalled service because for us, it's personal. There are five values we look for in a great Partner:</p> <ol style="list-style-type: none"> <li>1. DO RIGHT - We act with integrity and use our judgement to do the right thing</li> <li>2. WE NOT ME - When we work together, anything is possible</li> <li>3. BE YOURSELF. ALWAYS - We're quirky, proud and at our best when we're free to be ourselves</li> <li>4. ALL OR NOTHING - We put everything we have into everything we do</li> <li>5. GIVE MORE THAN YOU TAKE - We all put more in so everyone gets more out</li> </ol>	
<b>Purpose:</b>	
<p>To complete all relevant administrative duties within the department including the dispatching of vehicles, controlling the trailer movements onsite and liaising with warehouses to achieve the load plan. To adhere to all Health and Safety and Operational procedures and conduct themselves according to the Partnership's principles.</p> <p>You will have the opportunity to develop and stretch personally and professionally to achieve your potential.</p>	
<b>Primary accountabilities and deliverables</b>	<b>Measures of success:</b>
<ul style="list-style-type: none"> <li>● To dispatch the work/paperwork to the drivers in a timely fashion in line with the schedule and ensure they have the correct paperwork to complete their work.</li> <li>● Trailer movements around the site and communication with shunters.</li> <li>● Liaising with the warehouse to complete the load plan on time.</li> <li>● All Backhaul and other paperwork is accurately completed and entered correctly on the system.</li> <li>● Effectively communicate any partner and/or operational issues to the Transport Line Manager in a timely manner.</li> <li>● Effectively manage agency drivers, ensuring all relevant checks are made in line with procedures in place.</li> <li>● To work within other areas / departments within the RDC as requested by Management.</li> <li>● To ensure all Legal, Health and Safety and Operational procedures are adhered to at all times ensuring the safety of self and others.</li> <li>● Report any injuries, accidents and any Health and Safety issues.</li> <li>● Adhering to procedures and practises according to the training</li> </ul>	<ul style="list-style-type: none"> <li>● Productivity and Performance targets as set by management.</li> <li>● Off dock times are achieved by the warehouses.</li> <li>● All admin duties are consistently achieved accurately.</li> <li>● Efficient allocation of resource looking at maximising labour efficiency, trailer fill, whilst keeping to the schedule times as much as practicable.</li> <li>● Work within agreed targets and support all departments.</li> <li>● All reporting procedures adhered to.</li> <li>● Accidents and injuries kept to zero or minimal.</li> <li>● Knowledge of operational changes and procedures and an awareness of the Business Plan.</li> <li>● Partnership principles and ethos followed at all times.</li> <li>● Training records and all other Personnel procedures adhered to.</li> <li>● Display Partnership Values to other Partners and members of the Management team.</li> </ul>

<p>received.</p> <ul style="list-style-type: none"> <li>● Attend regular communication meetings and communicate any operational issues to the Management team.</li> <li>● To keep up to date with Partnership news by reading notice boards and the Partnership's editorials.</li> <li>● To ensure all Personnel procedures are adhered to and completed as required.</li> <li>● Their behaviour to other Partners and members of the Management team.</li> <li>● Assist Transport First Line Managers with daily tasks as required.</li> </ul>	
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<b>Essential qualifications:</b>	<b>Essential experience:</b>
	<ul style="list-style-type: none"> <li>● Supply Chain experience</li> <li>● Transport /Warehouse Office experience</li> </ul>

<b>This role would suit someone who:</b>
<ul style="list-style-type: none"> <li>● Is results orientated and deadline driven.</li> <li>● Is self motivated and proactive in approach</li> <li>● Has good organisational/planning skills</li> <li>● Has a good degree of literacy and numeracy</li> <li>● Good PC skills</li> <li>● Is logistically minded</li> <li>● Works well under pressure</li> <li>● Has good communication skills</li> <li>● Has the ability to accept and adapt to change.</li> <li>● Is reliable and punctual.</li> <li>● Understands the basics of Health and Safety procedures</li> </ul>

<b>Partnership Level: L9</b>
<b>Manager's Partnership level: L8</b>
<b>Number of direct reports: N/A</b>
<b>Partnership level(s) of direct reports: N/A</b>

<b>Vetting required? (Yes or No)</b>
<ul style="list-style-type: none"> <li>● xx</li> </ul>

**Version control**

Version	Created/updated by	Date
2.0	Andrew Walker - DSM	27/01/2022