

Job title: LGVI Driver - JL Primary Transport

Core information

Location: JL Primary Transport, based at Magna Park or Northampton	Lines of business or shared capability area: John Lewis
Reports to: Transport Section Manager	
People Management: No ▾	
Assignment Management: No ▾	
Partnership Level: Partnership level 9 ▾	Manager's Partnership level: Partnership level 8 ▾
Number of direct reports: 0	Partnership level(s) of direct reports: None ▾

About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.

We aren't an ordinary business though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical purpose of the role

The public face of the John Lewis Primary Transport team, delivering goods to our network of shops, customer delivery hubs and distribution centres. You will promote the Partnership brand through a professional and courteous manner towards other road users. To be legally compliant under current EU Driving and Working Time Directive regulations, to support and champion best practice within the Transport operation. Delivering to key performance indicators (KPI) whilst ensuring the customer receives unrivalled service. To embrace vehicle telematics and vehicle types as you strive to deliver savings to support the wider business.

Primary Outcomes & Accountabilities

Complete all branch deliveries and backhauls within given timescales and strive to achieve against 'on time arrival' key performance indicator (KPI)

Complete all daily vehicle checks accurately and follow correct defect reporting procedures

Measures of success

Achievement of target telematics scores.

Zero Blameworthy accidents.

All paperwork completed and presented to the Transport Section Manager in a timely manner.

All written information is legible

Defect reporting process to be followed with any defects



Operate vehicles in a safe, legal and economical manner at all times, ensuring that it is maintained in a clean and tidy state.

Maintain the security of goods and vehicle when delivering to, and collecting from Partnership and supplier vehicle yards

Maintain individual driving records to the required legal standards whilst maintaining a full knowledge of the Highway Code, Working Time Directive (WTD) EU Drivers Hours regulations and vehicle operations.

Operate systems efficiently when loading and unloading goods in support of business growth and efficiency measures.

Loading and unloading, may on occasion for some drivers, be unaccompanied where appropriate measures have been taken to enhance receiving areas.

Ensure all legal, health and safety legislation and operational procedures are adhered to, including reporting injuries, accidents and any health and safety issues to ensure the safety of self and others.

Contribute to a high performance branch culture that is underpinned by the Partnership values and Purpose.

Attend regular communication meetings and keep up to date with Partnership news by reading notice boards and the Partnership's editorials

Ensure that vocational licence is valid with the correct category entitlement to drive Partnership vehicles.

Promote the Partnership by displaying a professional and courteous manner to other road users

Promote best practice within your peer group

Effectively communicate problems and delays to all relevant parties

Understand and adhere to the detail contained within the John Lewis Drivers' Handbook

Ensure all Personnel procedures are adhered to.

notified to VMU and handed in to Transport.

All delays reported that could affect on time trailer arrival key performance indicator of 95%

Late loads reported to the Distribution Service Desk.

Periodic driving assessment passed

Vehicle washed and interior cleaned at the end of shift to ensure the John Lewis brand is promoted through vehicle cleanliness and that it is ready for the next driver.

Vocational licence is valid by taking ownership of licence and medical expiry dates.

Achievement of zero driving and Working Time Directive Infringements.

Partner engagement survey improvement

Appraisal rating.

Active Personal Development Plan (PDP)

Completion of annual PDEP program and achievement of benchmark grade.

Personal Absence >3%



<i>Contribute to a safe working environment.</i> <i>Apply health and safety management standards evenly and effectively across the department, thus creating and enabling a safe working environment and also meeting any legislative requirements indicated by the products and/or equipment you work with.</i> <i>Develop and communicate ideas to all management levels to improve Partner engagement survey scores.</i> <i>Be motivated to drive self-development using all available resources.</i> <i>Maintain an active Personal Development Plan (PDP) to achieve your agreed objectives, both 'business' and 'personal'</i> <i>Mentor peers to ensure that best practice is shared.</i> <i>Participate fully in the branch and Partnership's unique co-ownership culture, embracing the Partnership Purpose and demonstrating it in your own behaviours.</i>	
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Skills	
Ownership responsibility	
Embracing change	Seeks and embraces opportunities for change, demonstrating agility through ambiguity and uncertainty.
Continuous improvement (CI)	Consistently demonstrates a continuous improvement mindset
Networking	Builds and maintains internal and/or external networks to leverage knowledge, skills and experience
Professional judgement	Makes commercial decisions using judgement to give the customer the best outcome possible whilst understanding the boundaries in order to protect our brand, balancing customer need with business need.



Qualifications & Experience (where applicable)

Essential

LGV I (C+E) licence

Valid DCPC qualification

Drivers Digi card

Good geographical knowledge

LGV I Driving experience

Good knowledge of EU drivers hours and Working time directive.

Desirable

PC skills

Version	Created/updated by	Date
1	Stuart Cooke	05/04/24