



Transport Operator - Waitrose Distribution

Partnership Level 9

Reports to

Transport First Line Manager

Direct and Indirect Reports

None

As a Partner in a unique business, you will share in the responsibilities of ownership as well as its rewards. Partners in the business deliver this through the following commitments:

- **Taking responsibility for our business success**
We take responsibility to deliver the right experience for all customers and generate profits for us all to share
- **Building relationships powered by our principles**
We build relationships based on honesty, respect and encouragement. We expect these behaviours of each other and demonstrate them at all times
- **Creating real influence over our working lives**
We take opportunities to develop ourselves, balance work and life priorities and offer personal support

Click [here](#) to see the expected behaviours for these commitments.

Job Purpose

To complete all relevant administrative duties within the department including the dispatching of vehicles, controlling the trailer movements onsite and liaising with warehouse to achieve the load plan. To adhere to all Health and Safety and Operational procedures and conduct themselves according to the Partnership's principles.

Accountability

- 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.
- Trailer movements around the site and communication with shunters.
- Liaising with the warehouse to complete the load plan on time.
- All Backhaul and other paperwork is accurately completed and entered correctly on the system.
- Effectively communicate any partner and/or operational issues to Transport Line Manager in a timely manner.
- Effectively manage agency drivers, ensuring all relevant checks are made in line with procedures in place.
- To work within other areas / departments within the RDC as requested by Management.
- To ensure all Legal, Health and Safety and Operational procedures are adhered to at all times ensuring the safety of self and others.
- Report any injuries, accidents and any Health and Safety issues.
- Adhering to procedures and practises according to the training received.
- Attend regular communication meetings and communicating any operational issues to the Management team.
- To keep up to date with Partnership news by reading notice

Measure

- Productivity and Performance targets as set by management.
- Off dock times are achieved by the warehouses
- All admin duties are consistently achieved accurately
- Efficient allocation of resource looking at maximising labour efficiency, trailer fill, whilst keeping to the schedule times as much as practicable
- Work within agreed targets and support all departments.
- All reporting procedures adhered to.
- Accidents and injuries kept to zero or minimal.
- Knowledge of operational changes and procedures and an awareness of the Business Plan.
- Partnership principles and ethos followed at all times.
- Training records and all other Personnel procedures adhered to.
- Display Partnership behaviours to other Partners and members of the

boards and the Partnership's editorials.	Management team.
- To ensure all Personnel procedures are adhered to and completed as required. - Their behaviour to other Partners and members of the Management team. - Assist Transport First Line Managers with daily tasks as required.	

	<i>Essential</i>	<i>Desirable</i>
Qualifications		- LGV1 driving experience - National CPC
Experience	- Supply Chain experience - Transport /Warehouse Office experience	

Relationships	
<i>Internal</i>	<i>External</i>
Partners, Agency, Branches, other RDCs and JL	

What you should know about the job

This role would suit someone who:-

- Is results orientated and deadline driven.
- Is self motivated and proactive in approach
- Has good organisational/planning skills
- Has a good degree of literacy and numeracy
- Good PC skills
- Is logistically minded
- Works well under pressure
- Has good communication skills
- Has the ability to accept and adapt to change.
- Is reliable and punctual.
- Understands the basics of Health and Safety procedures