JOHN LEWIS PARTNERSHIP | JOHN LEWIS | WAITROSE

Job title: Driver and Operational Compliance Trainer, JL Primary Transport

Core information

Location: JL Primary Transport - Based at Magna Park	**Lines of business or shared capability area:** John Lewis
Reports to: CPC and Compliance Training Manager	
People Management: No **Assignment Management:** No	
Partnership Level: Partnership level 8	**Manager's Partnership level:** Partnership level 7
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

To assess, test and train partners, potential partners and agency drivers to the required standard. To produce and deliver on-going training for Drivers ,Managers and Transport Operators. Maintain Partner Training Records for all Transport partners. To improve drivers compliance records and improve driving style and increase telematics scores across the network.

This role requires the individual to display a high degree of flexibility and to travel to other sites around the Distribution network to meet business training requirements. There will also be a need to work various shift patterns to ensure training objectives are met and where appropriate legal compliance is maintained.

The position would suit someone who is self-motivated and resourceful. A strong desire to support others to achieve the highest standards of performance within a demanding customer led environment is also essential. Individuals should also be able to demonstrate a high level of coaching skill and provide excellent feedback. There will be a need for continuous personal development in order to maintain professional competence.

Primary Outcomes & Accountabilities	**Measures of success**
Identify training needs in consultation with Operational People Managers.	Telematics, compliance and PDEP scores Customer Feedback and internal audit.

Support the creation, maintenance and delivery of training packages and SOPS that align to the training needs of the Transport department. Deliver and record mandatory training to all Transport Partners and Agency drivers. Support the creation and delivery of Driver Certificate of Professional Competence courses, working within the governing body guidelines. Provide induction training, follow up support and guidance for new starters, apprentices and Warehouse to Wheels candidates. Create and deliver compliance CPD training for Managers and Transport Operators. Carry out periodic driving assessments, including those for recruitment and agency driver retention. Share knowledge and skills to all levels within the business. Deliver training to Branch and NDC`s when the need arises Support the development of high performing LGV Partners. Provide constructive feedback as part of a wider coaching strategy to enable Partners to reach and exceed the required standard. Demonstrate and coach defensive driving and fuel efficiency skills. Maintain accurate training records in accordance with our legal obligation. Promote adherence to Partnership transport policies and procedures. Support operational needs by putting in place measures to ensure compliance is maintained. Network with internal and external Transport training providers. Contribute to a safe working environment by being aware of legislative requirements of the workplace. Deliver tool box talks on designated Safety, Compliance or training hot topics. Carry out site visits to prepare and maintain Transport Technical Assessments. Ensure that all Branch and Supplier maps are up to date and to a high standard of usability.	All mandatory training up to date Adhere to legal requirements and JAUPT audit. All new drivers to be fully inducted, with training completed within time scales. Compliance training delivered to the Transport office team annually. All assessments completed within required timescales. Feedback Feedback and training needs met. ADP / Lead driver programme success. Reduction vehicle accidents, YOY. All Partner and Agency training records up to date. Reduction in YOY incidents. Improvement of the departments MPG All SOPs and training packages maintained and up to date. Personal Absence >3%

Be a subject matter expert for local road and vehicle restrictions, such as LLCS and ULEZ. Support project and development work where required. Work tirelessly to improve the department's compliance risk rating. Lead and develop the Assessor / Mentor team ensuring high standards are maintained. Conduct periodic compliance audits.	

Skills	
Coaching	Coaches others to unlock their potential and role models supportive coaching behaviours
Leading as a co-owned business	Understands the responsibility of being a co-owner, treating it fully as their own and role modelling this to inspire colleagues and Partners. Involves Partners in the running of the business and engages with democratic channels, encouraging colleagues and Partners to do the same
Influencing decisions and stakeholders	Works collaboratively through active listening and assertive communication to reach win-win outcomes. Adapts style to influence stakeholders and keeps Partnership interest as the forefront of decision making.
Relationship building	Interacts with authenticity, building rapport and making a positive impression in order to collaborate and build lasting connections across the Partnership and beyond.
Role Modelling	Demonstrates ethical partnership behaviours and inspires others to replicate

Qualifications & Experience (where applicable)

Essential

- LGV Cat C+E
- DCPC
- Comprehensive knowledge of Transport compliance legislation.
- Fleet Telematics knowledge
- Extensive experience of driving large goods vehicles and a knowledge of all types of commercial vehicles and trailers.
- Experience of coaching, mentoring and developing drivers.
- Experience of assessing or instructing LGV drivers.
- *NRI/CPC Instructor
- * NRI LGV1 Driving instructor qualification

*Training can be provided, achievement of this qualification is essential to this role.

Desirable

- Previous experience of creating and delivering transport training packages.
- Experience of working
- Experience of working in a management role in a Transport / Distribution environment
- IOSH Managing safely qualificationNRI approved instructors / assessor.
- PTTLS.
- Experience of training drivers
- Management CPC.
- First Aider.

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