



| Job Title | Distribution Team Member – LGV Driver | | | | | | | | | | | | | |
|--|--|---|-----|--|-------------|----|---------------------|---|----|----------------------|--|----|------------------------|---|
| Job Level | 5 | | | | | | | | | | | | | |
| Location | SBP | | | | | | | | | | | | | |
| Business Unit | Group Packaging & Supply Chain | | | | | | | | | | | | | |
| Function | Supply Chain | | | | | | | | | | | | | |
| Leader | Transport Team Leader | | | | | | | | | | | | | |
| People Leadership | N/A | | | | | | | | | | | | | |
| Role Purpose | | | | | | | | | | | | | | |
| <p>To support Transport team in order to deliver results in line with the Supply chain strategy and to meet internal/external stakeholder requirements. To safely and efficiently drive company LGV's between Scottish sites, ensuring full compliance with all Health & Safety/HMRC standards and relevant legislation.</p> | | | | | | | | | | | | | | |
| Responsibilities | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Ensure that safe working practises and quality procedures are adhered to in line with ISO 9001, BRC, environmental and HRMC requirements for compliance. • Implement best practice processes and procedures within Transport to maximise team effectiveness and flexibility, ensuring a strong interface with the Dry, Wet Goods, Vat Hall & Filling Store areas. • Communicate with internal stakeholders, particularly despatch, loading and Vat Hall Coordinators. • Ensure when carrying out daily tasks around the Distilleries, Wet Goods and Vat Hall functions that you are compliant with Health & Safety, Environmental and Customs & Excise Legislation in order to maintain compliance with all regulatory bodies. • Conduct basic maintenance, safety checks and housekeeping tasks to maintain a safe and organised working environment. • Contribute appropriately to team meetings and support the implementation of team strategy, plans and continuous improvement projects. • Support & cover associated shunting duties as required • Manage the movement & yard management of full & empty containers/trailers to ensure that customer demand is met | | | | | | | | | | | | | | |
| Key Performance Metrics: | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="2">KPI</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Audit & Conformance</td> <td> <ul style="list-style-type: none"> • Full Tachograph Compliance • Compliance to Working Time Directive • Cost per Mile </td> </tr> <tr> <td>2.</td> <td>Transport Deliveries</td> <td> <ul style="list-style-type: none"> • Driver performance • Full load utilisation • Daily Check Compliance (WC40) </td> </tr> <tr> <td>3.</td> <td>Cost and Recovery Data</td> <td> <ul style="list-style-type: none"> • Unrecoverable Hours and Wasted Journey Reporting • 100% Data Accuracy • Fleet Records </td> </tr> </tbody> </table> | | | KPI | | Description | 1. | Audit & Conformance | <ul style="list-style-type: none"> • Full Tachograph Compliance • Compliance to Working Time Directive • Cost per Mile | 2. | Transport Deliveries | <ul style="list-style-type: none"> • Driver performance • Full load utilisation • Daily Check Compliance (WC40) | 3. | Cost and Recovery Data | <ul style="list-style-type: none"> • Unrecoverable Hours and Wasted Journey Reporting • 100% Data Accuracy • Fleet Records |
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Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Adapting and Responding to Change

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Adapts interpersonal style to suit different people or situations
- Shows respect and sensitivity towards cultural and religious differences
- Deals with ambiguity, making positive use of the opportunities it presents

Delivering Results and Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

Coping with Pressures and Setbacks

- Works productively in a high pressure environment
- Keeps emotions under control during difficult situations
- Balances the demands of work and personal life
- Maintains a positive outlook at work
- Handles criticism well and learns from it

Following Instructions and Procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role

Achieving Personal Work Goals and Objectives

- Accepts and tackles demanding goals with enthusiasm
- Works hard and puts in longer hours when it is necessary
- Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities
- Seeks progression to roles of increased responsibility and influence

Skills and Qualifications:

Essential:

- Valid driving license with LGV (Large Goods Vehicle) Class 1
- Valid Drivers Class 1 CPC certification
- ADR Licence



Desirable:

- Previous experience of articulated tanker driving
- Knowledge of HMRC requirements.

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|------------------------|----------------------------|
| Created by: | Stuart Aitken |
| Date: | 1 st March 2019 |
| HRBP: | Michelle McAree |
| Date of last revision: | 1 st March 2019 |