



SOUTH LANARKSHIRE
Leisure & Culture

Library Assistant (Deliveries) Job Profile

Service: Libraries	Grade Scale: Grade 1 Level 1/2
Reports to: Team Leaders (Home Delivery)	

Purpose of Job
To provide library delivery services throughout South Lanarkshire while working to an agreed schedule and complying with driving legislation, South Lanarkshire Leisure and Culture policy and procedure and customer service standards.

Key tasks and responsibilities
<ul style="list-style-type: none"> • Drive delivery vehicle up to 3.5 tonnes to deliver library materials to SLLC facilities across South Lanarkshire area on a weekly schedule with due care and attention.
<ul style="list-style-type: none"> • Carry out all Health & Safety checks and ensure procedures are carried out as detailed in the Driving at Work Handbook.
<ul style="list-style-type: none"> • Liaise with Team Leaders (Home Delivery) to schedule and prioritise special uplift and additional deliveries as required.
<ul style="list-style-type: none"> • When necessary undertake relief work for other vehicle based services – this may involve using a different vehicle - in case of absence or annual leave.
<ul style="list-style-type: none"> • Clean vehicle exterior and interior weekly.
<ul style="list-style-type: none"> • Provides a timely service to staff and customers showing an understanding of their needs and how the delivery service impacts on the frontline library service.
<ul style="list-style-type: none"> • Ensures vehicle is in good/safe condition and takes action as appropriate to reduce-minimise risk to self and others, reporting issues where necessary.
<ul style="list-style-type: none"> • Undertakes any health and safety training relevant to role.

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training	<ul style="list-style-type: none"> • Ability to drive a 3.5-ton vehicle 	
Skills, knowledge, experience	<ul style="list-style-type: none"> • Driving licence 	<ul style="list-style-type: none"> • Previous experience driving larger vehicles
Personal Qualities	<ul style="list-style-type: none"> • Personable, good interactive skills. • Use own initiative. • Work as part of a team. 	

Other	<ul style="list-style-type: none"> • Good time management. • Able to make best use of space within the van – taking account of the day's route. 	
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Safer Recruitment Checks

As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.
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| <ul style="list-style-type: none"> • Asylum and Immigration right to work in the UK |
| <ul style="list-style-type: none"> • Reference check: external candidates require 2 references, one of which must be your from present or most recent employer: Internal candidates require 1 reference from current line manager. |
| <ul style="list-style-type: none"> • Candidate Disclosure Check, where applicable |

Behaviour Framework

The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:

Own It – what can you do

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| <ul style="list-style-type: none"> • Are motivated to deliver the best possible services. • Aim to get things right first time and commit to continuous improvement. • Demonstrate fairness, inclusivity, valuing diversity and equality. • Ensure compliance with external/internal regulations and that you and others are responsible and accountable. • Take ownership of decisions and consider the wider implications for you, the team, and the organisation. • See a job through to completion. • Be accountable for outcomes good or bad. |
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Be a great team - what can you do
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| <ul style="list-style-type: none"> • Work together with colleagues and customers and take time to build effective working relationships. • Celebrate team success and create a positive team spirit. • Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves. • Encourage working together for the benefit of customers. • Works alongside internal and external colleagues to meet common objectives. • Actively and respectfully listens to people in order to understand them and their views. • Contributes appropriately to team and other meetings and discussions. • Respects diversity and promotes equality of opportunity when working with colleagues and members of the public. |
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Do the right thing – what can you do

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| <ul style="list-style-type: none"> • Display a positive attitude. |
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- Are enthusiastic in your approach to tasks.
- Lead by example through sharing your knowledge and skills with others.
- Provide support to your colleagues and team.
- Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.

Be Positive - what you can do

- Are punctual and friendly and demonstrate a positive professional attitude.
- Take pride in your own work and that of your team members.
- Understand who your customers are and why they matter.
- Are willing to go the extra mile for our customer and act upon their feedback.
- Are hospitable and make customers feel good.
- Are willing to go the extra mile for our customer.
- Put the customer first in all that you do.