

# Job Description

Job Title	Driver
BUCF	
Function	Supply Chain
Department	Transport
Reports to (Job Title)	Team Leader
Location(s)	

## PURPOSE OF ROLE

Summary	To ensure the safe handling and efficient delivery of goods to customers in accordance with company guidelines, GDP requirements and transport law.
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## KEY RESPONSIBILITIES

<b>Key Responsibilities/Accountabilities</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>To be aware of their route for the day prior to the arrival at the depot.</li> <li>Collect assigned load for their designated route.</li> <li>Accurately check the load using asset tracking through hand held device and report any issues and place into vehicle.</li> <li>Ensure vehicle is roadworthy and any issues are reported to their line manager.</li> <li>Delivery product to designated customers and ensure any product returns are returned to the depot.</li> <li>Perform any reasonable task as instructed by the Warehouse Manager/Transport Manager.</li> <li>Perform daily duties as laid out by the National Transport Departments Standard Operating Procedures.</li> <li>Twice day service to pharmacies and will be generally a day consisting of routes AM / PM</li> <li>Uniform compliance is maintained at a high standard as a key ambassador of the company</li> <li>Periodically attend drivers meetings for updates and driver feedback opportunity</li> <li>Loading of your own vehicle at the start of each journey and accurately logging totes using Asset Tracking Devices</li> </ul> <p><b>Regulatory &amp; Legal:</b></p> <ul style="list-style-type: none"> <li>Ensuring compliance in conjunction with the Warehouse Manager all Occupational Health &amp; Safety, Environmental and Good Distribution Practices policies regulations and guidance.</li> <li>Comply with transport legislation.</li> </ul> <p><b>Environmental and Occupational Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>An understanding and follow the Environmental Management System (EMS) and ISO 14001 procedures.</li> <li>An understanding and follow the Safety Management System (SMS). Ensuring, where reasonably practical, the current laws and regulations and policies relating to Occupational Health &amp; Safety are followed.</li> <li>Carry out all required safety checks on the allocated vehicle and equipment as laid out by the National Transport Departments Standard Operating Procedures.</li> </ul>
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	<p><b>Quality &amp; GDP</b></p> <ul style="list-style-type: none"> <li>• Understand the principals of Good Distribution Practice (GDP) guidelines for Pharmaceutical Distributors and carryout the duties in such a way as they can demonstrate compliance.</li> <li>• Carry out the GDP duties within the delivery drivers section of the job requirements in the QMS.</li> <li>• An understanding and follow the company Quality Management System (QMS) and ISO 9001 procedures.</li> </ul>
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**PERSON SPECIFICATION**

<b>Skills, specialist skills, education, qualifications and knowledge required for the role</b>	<b>Must have (essential)</b>	<b>Good to have (desirable)</b>
	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Delivery driving / multi-drop experience</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Numeracy and literacy skills</li> <li>• Attention to detail</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Full uk driving license</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in the use of hand held electronic 'asset tracking' units for loading and delivery</li> <li>• Pharmaceutical industry experience</li> </ul>

**VALUES AND BEHAVIOURS**

<b>Key Behaviours Required</b>	<p>Phoenix BASE Behaviours Relevant to role</p> <p><b>Phoenix Values</b> Proactive Reliable Respect</p>
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