

JOB PROFILE

JOB TITLE:	Courier (12 months FTC)
SALARY:	£10,195
SALARY SCALE POINT:	Grade 1
J E REFERENCE:	A107
DIRECTORATE:	Operational Preparedness
TEAM:	Clothing & Consumable Stores
LOCATION OF WORK:	Vesty Business Park
HOURS OF WORK:	<p>20 hours per week covering evening and weekend shifts in accordance with a prescribed rota.</p> <ul style="list-style-type: none"> Evening shifts are 2000hrs – 0000hrs (4 hrs). Weekends are worked as a split shift 0800hrs – 1400hrs; 2000hrs – 0000hrs (10 hrs total). <p>There may be the requirement to work additional hours subject to operational requirements. Where required these additional hours will be compulsory and paid at the standard hourly rate.</p>
DIRECTLY RESPONSIBLE TO:	Senior Storekeeper

JOB SUMMARY

To provide a comprehensive transportation service, ensuring the prompt delivery of fire kit, internal mail and other operational equipment, and providing general support as directed by the Stores Manager.

MAIN DUTIES / RESPONSIBILITIES

1. To ensure the prompt collection and delivery of emergency fire kits and other operational equipment as directed by Time & Resource Management.
2. To provide a prompt collection and delivery service for non urgent kits, internal mail, operational equipment and stores items.
3. To ensure that items of operational equipment are delivered promptly to the fire ground as requested.
4. To recover equipment from the scene of an incident when required.
5. To charge and transport cylinders ensuring Stations are fully equipped with charged BA/HOT and oxygen cylinders.
6. Keep any Service vehicle that you are nominated to drive in a clean condition, ensuring that "A" routines are carried out daily, and log books for use of vehicle/fuel tallys are kept up to date.
7. Ensure that any vehicle faults arising on vehicles are reported to Workshops and that the vehicles are made available to Workshops as required, for routine servicing.

8. To provide general assistance as requested, with for example the movement of various items of equipment or vehicles as required and to re-fuel Service vehicles as required.
9. To ensure that means of communication with Time & Resource Management are kept open at all times during working hours and that any defects with mobile phones or hands free equipment are reported to your Supervisor.
10. To undertake any other duties of a similar nature as required.

WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES

It is essential that all employees of Merseyside Fire & Rescue service both operational and non operational are committed to, encourage and promote the values of MFRS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal values:

Responsibility

Being self disciplined, taking ownership of and problems, making things happen, trying to make a difference.

Social Empathy

Being interested in people, displaying empathy, embracing diversity, community focused.

Constructive Challenge

Being willing to challenge but not obstructively, commitment to improvement.

Mutuality

Identifying with team, organisation and community, displaying team commitment, willing to stand up against peer pressure when appropriate, acknowledging other's right to differing opinions.

Pragmatism

Aspiring to excellence whilst being realistic in expectations, being practical and solution focused.

Openness to Experience

Receptive to learning opportunities and personal development, seeking out new experiences, interested in people and situations that are less familiar, taking a broad view on things, seizing opportunities.

RESPONSIBILITY FOR PHYSICAL RESOURCES

The post holder's main responsibility for physical resources is for equipment and/or tools which he/she has to both use and maintain. Some of the equipment used is expensive. On the equipment for which the post holder has a maintenance responsibility he/she has to carry out "day-to-day" maintenance (i.e. cleaning, re-fuelling, carrying out minor repairs etc).

WORKING CONDITIONS

The post holder occasionally works outdoors but is usually protected from the weather when doing so.

PHYSICAL DEMANDS

This post requires the post holder to work in a constrained position for a large proportion of the total working time i.e. whilst driving in a vehicle sitting in the driving seat. Lifting/carrying is also a feature requiring a high level of effort for a small proportion of the total working time.

CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must be able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

REVIEW ARRANGEMENTS

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

Date job profile prepared / revised:	19.4.21
Prepared / revised by:	S Nugent