



JOB PROFILE & INFORMATION PACK

DELIVERY DRIVER

ROBINSONS GROUP

Recruitment Department

T: 01576 228 888

E: recruitment@rbscotland.com



JOB DESCRIPTION

Position:	Delivery Driver
Reporting To:	Contracts Manager
Location:	Lockerbie (travel to other UK locations required)
Contract:	Full Time, Permanent
Hourly Rate:	Competitive
Hours of Work:	Monday to Friday, (40 hpw)
Job Reference:	ROB-GRP-002
Closing Date:	26.03.2021 at 5 pm

COMPANY OVERVIEW

Robinsons is a family-run manufacturing and construction business, working throughout the UK on Industrial and Agricultural projects. Robinsons' Head Office is based in Lockerbie, with an additional office in Cheshire. We are passionate about empowering our employees, supporting our local communities, and having a positive impact on our ever-changing environment. Sustaining these family values as we continue to grow is one of our main aims.

PURPOSE OF ROLE

The role of Delivery Driver will support both the company's Agricultural & Construction divisions and will be responsible for transporting and delivering materials in a safe, timely manner to company & clients' sites. The driver will pick-up and drop-off items & materials while adhering to assigned routes, sites and time schedules. Travel throughout the UK is required due to the location of the sites.

DUTIES & RESPONSIBILITIES

The key duties and responsibilities of this position include, but are not limited to:

- Load, transport and deliver materials to multiple company & clients' sites in a safe and timely manner.
- Delivery of a wide variety of items & materials ranging from building components to PPE for site personnel.
- Carry out checks before and after delivery to ensure that requests are finalised.
- Complete accurate delivery paperwork.
- Adhere to assigned routes, follow time schedules and deadlines.
- Monitor situations to adjust and maintain quality.
- Ensure that the vehicle is roadworthy and safe by performing and recording regular checks.
- Report any concerns or discrepancies with materials & items to your Line Manager and vehicle defects to the Fleet Maintenance Manager.
- Always observe strict adherence to the company's health and safety procedures.
- Where necessary, ensure personal protective equipment (PPE) is worn.
- Adhere to all driving and logistics legislation.

- Travel to UK based sites.
- Undertake additional duties as and when required.

PERSON SPECIFICATION

Essential Criteria:

- Previous delivery and driving experience.
- Full UK driving licence with no more than 6 points.
- You must be 25 or older due to company insurance restrictions.
- Good geographical knowledge.
- Exceptional communication and organisational skills.
- Ability to be flexible with working hours.
- Work on own initiative, thrive on independence and responsibility.
- Physically fit to be able to lift goods you are transporting on and off the vehicle.
- Understanding of manual handling procedures and site health & safety.

Desirable Criteria:

- Valid CSCS card.
- Knowledge of the construction industry and materials.
- Previous experience of working in a customer focussed position.

ADDITIONAL INFORMATION

- 28 days holiday entitlement (inc. bank & public holidays).
- Holiday purchase scheme.
- Workplace pension.
- Christmas shutdown.
- Discount on selected items in the on-site shop.
- Full PPE provided.
- Training & development opportunities relating to the role.

HOW TO APPLY

If you believe you have the right skills and personal qualities, please apply with a cover letter and CV to recruitment@robinsons-group.com.

Your Application:

All applicants will receive an application confirmation email. If you do not receive an email within three working days from the application date, please contact us on the number provided below.

For informal queries relating to this position, please contact our recruitment team on 01576 228 888.

GDPR & DISCLAIMER

We encourage applicants to read our Recruitment Privacy Policy, this will follow the Job Description & Person Specification.

This document is subject to change as the demands of the business and as the role, develops. The role requires flexibility and adaptability. All Company employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

RECRUITMENT PRIVACY POLICY

As part of our recruitment process, Robinsons collects and processes personal data relating to job applicants. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by designated employees in the proper performance of their duties.

1) WHAT INFORMATION DO WE COLLECT?

Robinsons collects a range of information about you. This includes:

- Your name, address, and contact details, including email address and telephone number;
- Your nominated emergency contact details;
- Details of your qualifications, skills, experience, and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK.

Robinsons may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents or collected through interviews or other forms of assessment during the recruitment process.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

2) WHO HAS ACCESS TO DATA?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and Recruitment Team, Interviewers involved in the recruitment process.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background checks providers to obtain necessary background checks. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

3) WHY DOES ROBINSONS PROCESS PERSONAL DATA?

We need to process data to take steps at your request prior to entering a contract with you. We may also need to process your data to enter a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations, for example, it is mandatory to check a successful applicant's eligibility to work in the UK prior to commencing employment with the Company.

Robinsons has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Robinsons may process special categories of data, such as information about ethnic origin, sexual orientation, and religion/beliefs to monitor recruitment statistics. If disclosed, we will also hold information about whether applicants are disabled, this will allow us to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

4) HOW LONG DOES ROBINSONS KEEP DATA?

If your application for employment is unsuccessful, the organisation will hold your data on file for 30 days after the end of the relevant recruitment process. If your application results in an interview with the organisation and this was unsuccessful, we will hold your data on file for 3 (three) months for consideration for future employment opportunities. At the end of that period, or if you withdraw your consent before that period, your data is deleted or destroyed. We will ask for your consent before we keep your data for this purpose, and you are free to withdraw your consent at any time by emailing to recruitment@robinsons-group.com.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper-based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

5) YOUR RIGHTS

As a data subject, you have several rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of the processing;
- Object to the processing of your data where Robinsons is relying on its legitimate interests as the legal ground for the processing.

If you would like to exercise any of these rights, contact: recruitment@robinsons-group.com.

6) WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data to Robinsons during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.