



## JOB DESCRIPTION

<b>Job Title:</b>	<b>HGV Driver (Class1 C+E)</b>
<b>Responsible to</b>	<b>Transport Manager</b>
<b>Location:</b>	<b>Scottish Opera Production Studios</b>

### **Main purpose of job**

To drive the HGV vehicle, delivering to required Scottish Opera locations. The role is varied and involves nationwide driving, including third party products and containers.

### **Key accountabilities**

- To load and unload vehicle so that products are secured safely and to minimise chances of damage
- Carry out deliveries in a timely and safe manner, in accordance with both company policy and all driving Regulations/legislation
- Maintain the cleanliness of the driving cab
- Look after the vehicle and ensure that it is not subject to unnecessary damage.
- To keep accidents to a minimum, reporting any incidents as soon as possible and in compliance with the company's accident reporting procedure
- To complete vehicle daily inspection sheets and submit to the Transport manager, reporting any defects immediately via the defect sheet
- Maintain accurate weekly timesheets and submit to Transport manager for approval and submission to finance
- Provide support in the Yard as required by the Transport manager
- Comply with the VOSA rules on drivers hours and use of tacographs
- Ensure all company policies and procedures are adhered to, to include health and safety policy, use of substance policy and the Scottish Opera Code of Conduct

## Person specification

The ideal candidate for this role must;

- Hold a full HGV 1 / C+E/ Class 1 licence
- Have no more than 3 penalty points
- Hold a valid UK CPC card
- Hold a valid UK digital tachograph card
- Have good knowledge of drivers hours and full understanding of WTD legislation
- Have excellent awareness of H&S within the Transport Industry
- Be able to do manual work and heavy lifting on occasion
- Have a professional attitude and a good work ethic
- Have excellent communication skills
- Be able to work on own and be able to use own initiative
- Be smart and presentable at all times and have a pleasant manner

## General Terms and Conditions

<b>Hours:</b>	Variable (average of 45 hours per week). Role will involve significant weekend work.
<b>Annual Salary:</b>	£29,987
<b>Holiday Entitlement:</b>	25 days per annum plus 10 Public holidays
<b>Probationary Period</b>	3 Months
<b>Pension:</b>	Pension automatic enrolment is in operation. You will contribute 4% of salary to the pension fund, the Company contributes 8%.