

<b>Job title</b>	HGV Driver
<b>Team</b>	Logistics
<b>Reports to</b>	Transport & Logistics Manager
<b>Location</b>	Shoreham Port Estate
<b>Remote Working</b>	Category A

## Role Summary

Reporting to the Transport Manager, the HGV Driver is a front-line ambassador for Shoreham Port responsible for the timely, accurate and safe delivery of customer cargo whilst ensuring this service complies with the standards set out by the Highways Agency and other appropriate governing bodies.

## Key tasks and responsibilities

- Conduct daily inspections of the vehicle at the start and end of shift, ensuring that the vehicle is not operated unless roadworthy, and report any problems or damage to the Transport Manager.
- Comply with all MOT and in-house personal and vehicle safety regulations including adherence to appropriate risk assessments.
- Responsible for the timely and accurate loading/unloading of cargo and where necessary, assist with the loading/unloading process which may include operating a forklift truck in line with Port policy
- Pro-actively review and adhere to the daily route plan including multi-drop deliveries to ensure service agreement levels are met and should any issues or delays arise report these immediately to the Transport Manager
- Soley responsible for the safe, legal and socially responsible operation of the Port's HGV vehicles on the public highway
- Serve as an advocate for the Shoreham Port brand by providing a high standard of customer service during all interactions with all customers, delivery destinations & the general public.
- Accurate record keeping ensuring compliance with driving standards in relation to tachographs and Working Time Directive, vehicle logs, mileage reports, fuel/toll receipts.
- Where necessary, be willing to spend nights away from home due to long haul deliveries.

## Key skills/Person specification

- Full clean driving license with no points is essential for the role.
- Study for, achieve and maintain an HGV Class 1 license up to 44 tonnes
- Achieve and maintain a current Forklift driver's license.
- Independent and self-motivated
- Good organizational skills

- Effective communication skills with the haulage department, customers and general public will be essential.
- Ability to work on your own initiative.
- The Port's haulage service will operate 24 hours a day/7 days a week. As such the postholder would need to have a flexible approach.

### All Home Safe and Well Daily

- Highlight unsafe behaviours and conditions to ensure we **all go home safe and well daily**.
- Follow the training and guidance provided and only undertake tasks you are competent to do.
- Ensure you understand the processes you are asked to follow.
- Ensure you understand how to use any equipment provided, how to store/maintain it and when to raise an issue with it.
- Actively participate in your team, making suggestions on how we can improve the way we work.
- Report all accidents and near misses so they can be investigated and acted upon.

### Our Values

