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| **LIBRARY OUTREACH COURIER**  **SALARY GRADE: HBC2** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| As a Library Outreach Courier, you will be responsible for transporting books and other library materials between branches and to home delivery customers, schools, community centers, outreach events and other locations in and around Halton, ensuring a timely and safe delivery whilst being a positive advocate for the library service.  More specific responsibilities include:   * Driving a library vehicle along scheduled routes to efficiently deliver and collect library materials * Providing a friendly and courteous service to all library users * Loading and unloading multiple boxes of books and other items, ensuring secure handling * Maintaining accurate delivery records, logs and related clerical records either manually or via online systems * Assisting with setting up displays or events when required * Performing basic vehicle checks, maintenance procedures and report any issues via the correct channels * Following health and safety procedures and always adhering to traffic laws * Potentially working in varying weather conditions, outside of buildings, manual handling and periods of standing or sitting * Undertaking any other duties, training and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job | |
| About You | |
| For this role it is essential that you hold 3 GCSE passes Grade C or above (or equivalent) including English and Mathematics or equivalent experience.  In addition you will have:   * A full UK driving licence and the ability to drive both manual and automatic, large vehicles * Excellent interpersonal and communication skills and you will be reliable, organised, and able to work independently * Experience working with the public or in a customer facing role with the ability to maintain excellent customer service standards * The ability to lift and carry boxes and the ability to work at any Borough location, to support library service needs and staff cover * Good people skills with the ability to positively advocate for the library service whilst in role * The ability to engage with all levels of the organisation and with the wider community * A willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view   As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.  The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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