

Position Description

Position Of	Truck Driver - Casual	
Incumbent	Vacant	
Reports To	Retail Operations Manager / Blackburn Op Shop Manager	
Time	Casual	
Reports	Nil	
Approved By	CEO	August 2017

1 Organisational Environment

Vision

People with epilepsy have equitable access to education and employment, feel safe and connected in their community and no longer die from their epilepsy.

Mission

Reduce the impact of epilepsy on people's lives.

Our Values

The Epilepsy Foundation is committed to policies and practices that reflect and require respect for fellow workers and those we serve. To this end we aim to enact our values of:

- **Equity and access** – ensuring that people living with epilepsy get a fair go and can connect to appropriate supports and services
- **Participation and inclusion** – engaging people and building effective relationships based on a shared purpose
- **Resourcefulness and innovation** – seeking better ways to do more with the resources available to us
- **Trust and integrity** – displaying integrity in everything that we do thus enabling the people who rely on us to have confidence in our motives and abilities
- **Accountability** – fulfilling our responsibilities and obligations

Organisational Context

The Epilepsy Foundation provides support for people living with epilepsy and their families to help them live better lives as defined by them.

Our services include information, advice and support, case management, as well as education and training, social and psychological research and advocacy for and with people with epilepsy.

We work to raise awareness of epilepsy in organisations and in the broader community to reduce stigma and create a more welcoming and inclusive society.

2 Position Summary

The principal requirement of this position is to operate the donation pick up service and deliver items to purchasers between private homes and the Epilepsy Foundation Op Shops. The donations collection driver must be able to drive a truck, deliver high standards of customer service and manage receipting documents.

In addition, depending on skills and abilities the Truck Driver may be required to provide maintenance services for the Op Shops and the delivery truck.

3 Key Responsibilities

The position is responsible for:

3.1 Truck Driving

- Pick up and return truck to allocated Epilepsy Foundation premises each working day (usually Blackburn)
- Receive pick up/delivery schedule from the Retail Operations Manager; or Op Shop Managers
- Coordinate pick up/delivery schedule between Op Shop locations
- Liaise with donors and buyers of goods to determine the services they require
- Load prepared deliveries into vehicle and unloading at the buyer's home
- Collect donations from donor's homes and deliver to EF Op Shops
- Record activities and handle paperwork related to the pick-up and deliveries, including diesel/maintenance costs for the truck, itemised list of goods received (where practicable), providing receipt of goods documentation to donor, updating the truck's travel log book on a daily basis
- Maintain confidentiality of donor/recipient contact details and other information
- Develop a professional working relationships with regular donors and recipients
- Maintain delivery truck in good working order
- Assisting other staff in removal and storage of goods.

4 Position Dimensions

4.1 Level of Supervision/Accountability

The Retail Operations Manager monitors the performance of this position on a regular basis. The incumbent is required to demonstrate sound judgement to effectively prioritise the workload and to maintain a high quality in the service they provide.

The precise Key Performance Indicators are determined through the Supervision and Support Program in conjunction with the Blackburn Op Shop Manager. These can be varied from time to time depending on the focus required from the organisation.

4.2 Decision making authority

The incumbent has the authority to decide day-to-day work related issues within the key responsibilities and duties. A budget and expenditure responsibility may be allocated for particular activities of the role in managing income and expenditure. All other decision making relating to expenditure, staffing, media (etc), must be in line with the EF delegation of authority. Any issues falling outside these areas are to be referred to the Direct Line Manager.

4.3 Flexible Work Hours and Travel (if applicable)

In order to meet the requirements of this role the Truck Driver must be able to maintain flexible work hours. The role of casual truck driver exists to support the Retail Team when the permanent Truck Driver is on leave.

The role requires an average workload of two days per week and needs to be flexible regarding preferred days/hours of work, provided it meets donor/purchaser expectations and the agreed pick up/drop off schedule. More work hours may be offered during peak times (eg. Establishing a new Op Shop).

5 Position Competencies/Selection Criteria:

To be successful in this role you will need the confidence to deal with a diverse and changing work agenda with enthusiasm and flexibility demonstrating:

5.1 Personal characteristics

- Enthusiastic, self-motivated, reliable, fit and honest.
- A willingness to learn and to work within the values of the Epilepsy Foundation
- A friendly manner
- As the public face of the Epilepsy Foundation, you need to have a desire to help people, are suitably attired presented and present in a polite and respectful manner.
- Ability to demonstrate sound judgement to effectively prioritise the workload and to maintain a high quality in the service to donors, purchasers and any other people with whom they come into contact.
- Ability to demonstrate transparency & openness where Epilepsy Foundation policies and procedures are agreed to, observed and promoted regularly to donors, purchasers and any other people with whom they come into contact. (eg. Code of Conduct agreement, Conflict of interest [or perceived conflict of interest]).

5.2 Qualifications

- Full Victorian Manual Driver's Licence

5.3 Knowledge and Experience

- Experience as a truck driver
- Five year Driver History Report (available from VicRoads at www.vicroads.vic.gov.au)
- Demonstrated capacity to relate to a diverse range of people
- Demonstrated ability to load and unload boxes and heavy items as required with the help of additional staff when necessary
- Demonstrated commitment to stringent OHS practices

5.4 Professional & Technical Skills

- Great organisational skills
- Good communication skills
- Application of contemporary Occupational Health & Safety practices
- Packaging and packing small, large, bulky and heavy items
- Knowledge of building construction & maintenance techniques and safe use of tools and trade equipment desirable

Additional Requirements

If any Op Shop staff (paid or unpaid), own, operate, supply goods to or work in a second hand or antique business (including markets and online auction sites eg. eBay, GumTree), specific details must be disclosed.

Candidates may be precluded from working at Epilepsy Foundation Op Shops.

Safety screening and other requirements specific to this role

Employment is subject to a satisfactory Police Check	<input checked="" type="checkbox"/>
Employment is subject to a satisfactory Working with Children Check	<input checked="" type="checkbox"/>
Current Driver's Licence	<input checked="" type="checkbox"/>
Vic Roads Driver History Report	<input checked="" type="checkbox"/>

Title	Name	Signature	Date
CEO	Graeme Shears		