

JOB PROFILE



JOB TITLE:	Evening Courier
SALARY GRADE:	Grade 2
DIRECTORATE:	Operational Preparedness
TEAM:	Clothing & Consumable Stores
LOCATION OF WORK:	Vesty Business Park
HOURS OF WORK:	20 hours per week covering evening and weekend shifts in accordance with a prescribed rota: - Evening shifts are 2000hrs – 0000hrs (4 hrs) - Weekends are worked as a split shift 0800hrs – 1400hrs; 2000hrs – 0000hrs (10 hrs total) There may be the requirement to work additional hours subject to operational requirements. Where required these additional hours will be compulsory and paid at the standard hourly rate.
DIRECTLY RESPONSIBLE TO:	Senior Storekeeper

LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself
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MAIN JOB PURPOSE

To provide a comprehensive transportation service, ensuring the prompt delivery of fire kit, internal mail and other operational equipment, and providing general support as directed by the Stores Manager.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

1. To ensure the prompt collection and delivery of emergency fire kits and other operational equipment as directed by Time & Resource Management.
2. To provide a prompt collection and delivery service for non urgent kits, internal mail, operational equipment and stores items.
3. To ensure that items of operational equipment are delivered promptly to the fire ground as requested.
4. To recover equipment from the scene of an incident when required.
5. To charge and transport cylinders ensuring Stations are fully equipped with charged BA/HOT and oxygen cylinders.
6. Keep any Service vehicle that you are nominated to drive in a clean condition, ensuring that "A" routines are carried out daily, and log books for use of vehicle/fuel tallys are kept up to date.
7. Ensure that any vehicle faults arising on vehicles are reported to Workshops and that the vehicles are made available to Workshops as required, for routine servicing.
8. To provide general assistance as requested, with for example the movement of various items of equipment or vehicles as required and to re-fuel Service vehicles as required.

9. To ensure that means of communication with Time & Resource Management are kept open at all times during working hours and that any defects with mobile phones or hands free equipment are reported to your Supervisor.

To undertake any other duties of a similar nature as required.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

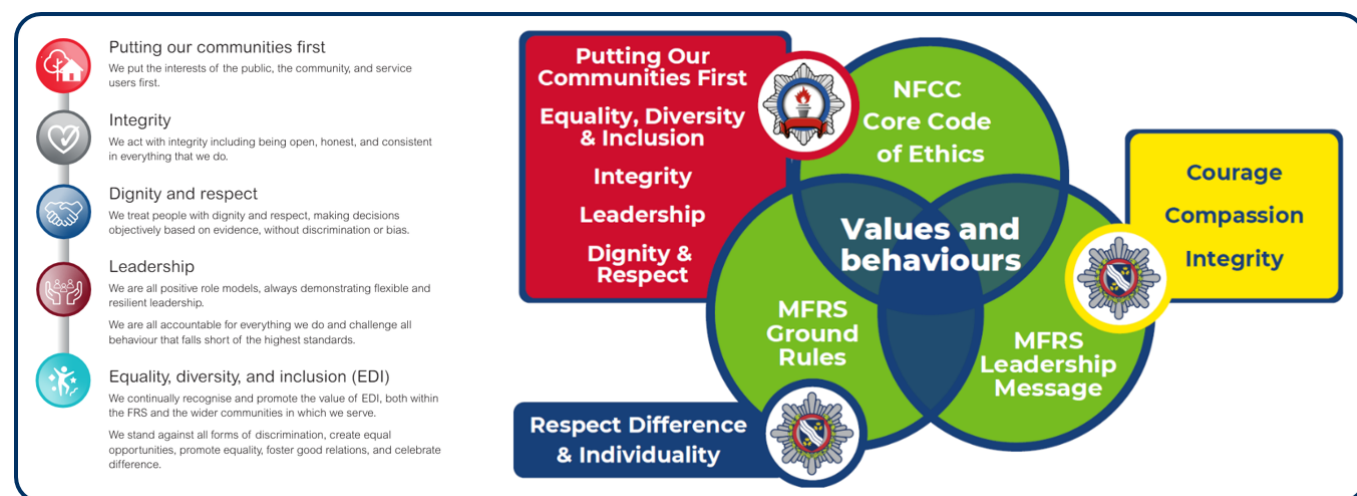
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADING YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:

14.04.2023 Catherine Brown

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Courier	Team:	Clothing & Consumable Stores
Salary:	Grade 2	Directorate:	Operational Preparedness
JE Reference:			

QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
A good level of literacy and numeracy.	E	A & I
KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
Good geographical knowledge of Merseyside area.	E	A & I
Knowledge of manual handling techniques.	D	A & I
Understanding of basic Health and Safety in the workplace.	D	A & I
SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
Well developed interpersonal and communication skills.	E	A & I
Ability to work unsupervised.	E	A & I
Ability to prioritise workload.	E	A & I
Good organisational skills	E	A & I
Ability to work to deadlines, which are occasionally subject to conflicting demands.	E	A & I
WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
Meet the medical and fitness standard required for the role	E	MFRS
Disclosure Barring Service check, verification of unspent criminal records will be undertaken in the in the form of a standard disclosure barring service check	E	MFRS
Full UK driving licence.	E	P D

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will complete
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