

Closing Date: until further notice

JOB DESCRIPTION

Job Title: Postal Operative

Division: Postal	Hours: 24 hours per week. Monday to Saturday.
Grade: A	Type of Contract: Permanent
Reports to: Process Manager	Housing Qualifications: 5 years residential qualifications
Rate of Pay: £10.13	

Accountability

Staff: 0

Budget: 0

Job Purpose

The post holder will be part of a team that provides support to the Postal Services department that provides the daily delivery and processing requirements for both the local, UK and international post.

Main Responsibilities

To become part of a flexible team who are responsible for:

- Manual sorting of mail to include; PO Box, Firms, Business Directs, Outward Mail, Parcels.
- Return Letter, undeliverable mail, and Re-direction processing.
- Transportation of delivery pouches and operatives.
- Collection and delivery of mail and parcels, including sign-for items
- Receipt of mail at RDP HQ
- Loading and unloading of vehicles
- Cutting and tipping of mail bags
- Parish sorting and segregation of mail
- Recording data (manual and electronic scanning)
- Collection and delivery of internal mail
- Attending to customers for item collection
- Corporate Mail Room processing

General Responsibilities

- Post-holders will be expected to undertake reasonable requests from managers in line with the range and scope of the post.
- The conduct of the post holder must be in accordance with the terms of any Jersey legislation e.g. employment legislation, human rights etc.
- The Post holder must comply with the requirements of the Risk Management Policy, a copy of which is available on the Intranet.

Competencies/Personal Requirements/Experience

- Applicants must possess basic numeric and literacy skills.
- Applicants must possess a valid driving licence including category B & B1.
- Applicants should be physically fit and be able to cycle.
- Applicants must possess good customer services skills.

Equality & Diversity Statement

Every member of staff has a personal responsibility for acting in accordance with the equality and diversity policy of Jersey Post, respecting the rights of all colleagues and customers.

Health & Safety

All staff are required to undertake their duties in a safe manner having regard for the health and safety of them selves and others.

Jersey Post Behaviours

All employees should behave in accordance with Jersey Post’s competency frameworks, the behavioural charter set by the DRAW (Dignity, Respect, AT Work) committee and any professional bodies that you are a member.

Employees only: Please sign below to confirm that you have read and understood this job description:

Employee signature:

Employee print name:

Date received: