



THE PERSON

Supply & Logistics Driving Assistant

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 2 standard of education (e.g. GCSE or equivalent).	E	
Valid driving licence.	E	
LGV licence.	D	
Ability to drive 7.5 tonne vehicle.	D	
Knowledge & Experience		
Previous experience in a logistic stores and distribution environment.	E	
Knowledge of Essex area.	E	
Previous delivery experience.	E	
Previous experience in a warehouse environment.	E	
Knowledge of traffic laws.	E	
Knowledge of stock control.	D	
Previous experience with computerised stock control system.	D	
Knowledge of vehicle maintenance and operation.	D	
Stores delivery systems background.	D	
Previous driving experience of a van up to 3 tonne.	D	
Experience of working independently and as part of a team.	E	
Experience of using information to solve problems.	E	
Knowledge of the broader activities of Essex Fire & Rescue Service.	D	
Skills & Abilities		
Capable of keeping up to date with relevant knowledge to ensure validity of work.	E	
Able to comprehend, evaluate and present data.	E	
Able to rapidly absorb new information and apply it effectively.	E	

Person Specification

Capable of lifting store goods/deliveries correctly	E	
Able to adapt to varied work conditions	E	
Excellent driving skills.	E	
Map reading skills.	D	
DIY Skills	D	
Competent forklift truck operative	D	
Good written and verbal communication skills.	E	
Confident in using ICT systems such as Word, Excel, Outlook.	E	
Able to work on own initiative without constant supervision.	E	
Excellent interpersonal skills, able to communicate effectively and professionally and remain calm and polite under pressure.	E	
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines.	E	
Able to help others acquire skills and experience.	E	
Other		
The ability to travel around the County may be required	E	Application Form.
Willingness to work flexibly.	E	Application Form.
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form.
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form.