**Job Profile: Delivery and Logistic Officer**

**This supplementary information for Delivery and Logistic Officer for is for guidance and must be used in conjunction with the Job Capsule for Job Level 2, Zone 1, Camden Way Category 2**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

Is to distribute and collecting IT goods to/from Camden, Islington and Haringey Council. To maintain and manage IT stock and disposals, as well as helping with reporting faulty kit to suppliers and arranging repair and replacements.

**Example outcomes or objectives that this role will deliver:**

**Delivery Service**

Delivering and collecting IT goods to/from Camden, Islington and Haringey Council

Delivery direct to customers desk five days a week

**IT Stock Management and Disposals**

Stock management, monitoring stock level, keeping stock room tidy, maintaining stock level

Asset tagging IT goods and updating asset records

Arranging disposals of IT goods

**Basic Technical Support**

Helping with Imaging IT kit if required

Reporting faulty kit to suppliers and arranging replacement /repair

**Planning**

Planning and prioritising own activities on a daily and weekly basis to ensure work is carried out in a timely manner and in accordance with agreed service standards

**Customer Service**

Liaising with service users, contractors, suppliers, other departments and agencies as required to ensure information and services are delivered in a timely manner.

Responding to queries or providing advice of a non-complex nature in line with agreed service standards

**People Management Responsibilities:**

None

**Relationships**

Liaising with service users, contractors, suppliers, other departments and agencies as required, both internal and external at all levels

**Work Environment:**

Main office location will be 3-5 Cressy Road, London NW3 2ND. However will be visiting different locations within Camden, Islington and Haringey borough to deliver and collect goods.

**Technical Knowledge and Experience:**

We are looking for someone who has experience in logistics, collecting and delivering goods.

You’ll need strong communication skills – both verbally and in writing as you will be liaising with internal and external customers at all levels.

Must have good time management and organisational skills.

Good IT skills and knowledge

Must hold a full UK driving licence

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* •Deliver for the people of Camden
* •Work as one team
* •Take pride in getting it right
* •Find better ways
* •Take personal responsibility
* For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Structure Chart**

Supplier Liaison Team

ICT Service Centre

Core Infrastructure and End User

Shared Digital

Camden || Haringey || Islington