

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Porters Team Coordinator

## **College/Department**

Estate Management

## **Location**

Kedleston Road

## **Job Reference Number**

0675-21

## **Salary**

£17,961 to £19,015 per annum

## **Reports To**

Print & Logistics Supervisor

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

 The Porters Team Coordinator will schedule, prioritise and assist with the provision of services in relation to Porter’s activities in order to meet the business needs of the University.

They will be supporting the Print & Logistics Supervisor in ensuring the safe and efficient delivery of the Porters duties including the scheduling & allocation of work, overseeing the day-to-day supervision of a team of Porters.

A large part of the role will involve undertaking a full range of Porters’ duties as part of that team.

## **Principal Accountabilities**

1. To liaise and meet with customers in order to negotiate and confirm porters’ work’s specifications and requirements.
2. To work with Estates IT system for the management of work order processes including reviewing, retrieving and scheduling of porters’ jobs.
3. To be responsible for the scheduling of the porters’ jobs and to coordinate the Porters work calendar with accurate planning of absences to ensure demand is consistently covered.
4. To provide advice and guidance to customers on the efficiency, practicality and limitations of porters’ requests.
5. To assign work to team members, monitor, review and report on progress.
6. To support the Print & Logistics Supervisor in the “Development, Performance and Review” process, by providing ongoing feedback and reporting any issues regarding welfare, behaviour or performance of staff.

**Estates Team Member / Porterage duties**

1. To fulfil porterage work orders including setting out of rooms and areas of the University for lectures, meetings, events and room moves.
2. To ensure as far as practicable, that all areas are maintained in a presentable and tidy condition.
3. Undertake the movement of furniture, equipment, and materials; and to receive and dispatch mail, parcels and other deliveries on and between campuses as required.
4. To assist in providing a safe and welcoming environment for all users of the University.
5. To work flexibly across the Estate Management department to provide an adaptable service
6. To act as relief Porter on any University site, and to provide assistance at any site if required, ensuring that up to date working practices of all sites is maintained.
7. To drive University vehicles to assist with porters’ duties.
8. To act as a First Aider after appropriate training.
9. To be prepared to adjust working hours and arrangements were necessary.
10. To undertake any other duties as seen appropriate by the Print Supervisor or Print Services Manager and work flexibly across all areas of the Print Services Department.
11. To understand and comply with the University’s Equal Opportunities Policy
12. To understand and embrace the University’s Core Values & Behaviours
13. To engage in appropriate training and meetings required as appropriate to the post.

## **Person Specification**

**Essential Criteria**

#### **Qualification**

* GCSE or equivalent in English and Maths

#### **Experience**

* Proven work experience of staff supervision
* Experienced in manual handling activities including physical tasks

#### **Skills, knowledge & abilities**

* Computer literate (MS Word, Excel and Outlook)
* Able to work within and supervise a team
* Able to schedule, prioritise and monitor the workload of a team
* Able to demonstrate working on own initiative
* Good communication and customer service skills
* Reliable, adaptable and flexible to changing shifts
* Able to perform a wide variety of manual handling tasks
* Will share and live by the values and behaviours of the University demonstrable by leading from example

#### **Business requirements**

* Be available for overtime for key business events including early, late and weekend shift work.
* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner.

### **Desirable Criteria**

#### **Qualifications**

* Supervisory Qualification
* Health & Safety Qualification (IOSH or NEBOSH)

#### **Experience**

* Previously worked within a large multi-based organization

#### **Skills, knowledge & abilities**

* Trained in manual handling
* Knowledge of health & safety practices

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However, you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)