

Job Description

General Duties Porter

Directorate of Infrastructure



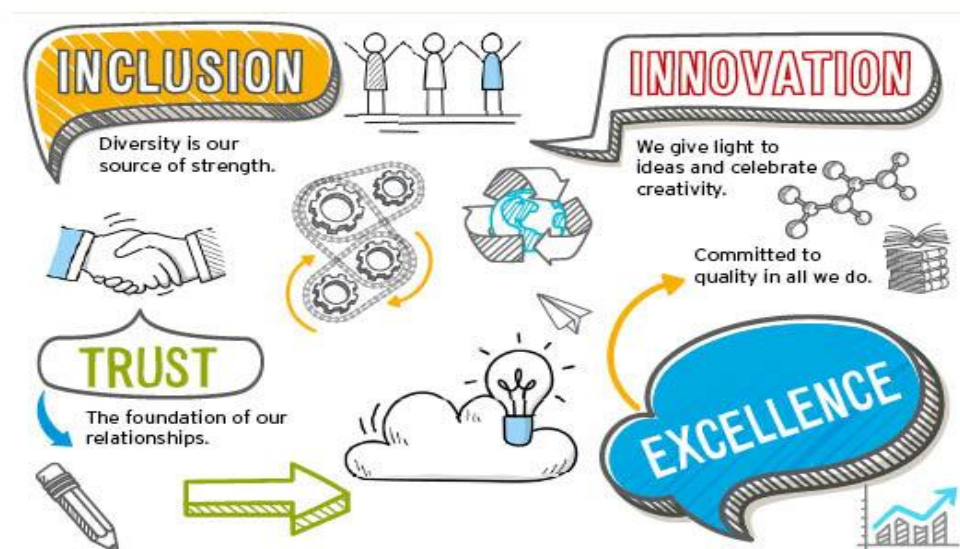
Brief summary of the role

Role title:	General Duties Porter
Grade:	Grade 2
Faculty or Directorate:	Directorate of Infrastructure
Service or Department:	Campus Services
Location:	City Campus
Reports to:	Portering Supervisor
Responsible for:	
Work pattern:	Monday to Friday 36 ¼ hours per week

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	Full current driving licence
Desirable	ECDL or equivalent IT qualification (or working towards qualification)

Experience, skills, and knowledge

Essential	<p>Experience of regularly driving deliver vehicles</p> <p>Experience of working in a customer service environment</p> <p>Experience of working with a diverse customer base of staff</p>
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Main purpose of the role

Under the direction of the Portering Supervisor provide day to day portering duties to university staff and students and undertake driving duties across a range of vehicles from waste disposal to chauffeuring VIPs, working in line with university safe working policies and procedures.

Main duties and responsibilities

1. Carry out office moves and set-up rooms for teaching and events in line with university policy and procedure. This may include: · Setting up staging, display boards, tables, chairs, and other furniture · Moving office furniture, contents, and journals · Laying flooring for examinations · Liaising with customer by various means such as in person, by e-mail, telephone or Service now
2. Drive University vans and cars across the University campus and further afield. This will include: · Delivering parcels to offices and departments across the University – this may require the use of lifting equipment such as pallet stackers, sack carts or electrical lifting gear · Collecting and delivering post, printed items or equipment across the University · External collection and delivery of mail, books, equipment as and when the need arises · Use of electronic tracking equipment for parcel delivery and collection · Driving VIPs and visitors to the University including local and national post code drop-offs and collections
3. Support Examinations Office and Faculties during examinations and other assessment activity by: · Sorting paperwork – ensuring correct seating plans are displayed in the right locations · Ensuring stocks of answer books and reference books and similar items are maintained · Working under minimum supervision.
4. Clear rubbish and potentially hazardous waste from around the University to ensure Health and Safety standards are met
5. To carry out post room duties such as sorting mail, accepting, and signing for deliveries, franking, and online parcel collection forms.
6. Follow safe working practice by complying with University Policies and Procedures, paying particular attention to Health and Safety, Environmental policies, and Fire Regulations. This will include: · Dealing with fire and trip hazards · Clearing leaves from entrances/steps – using hand-held machinery · Snow clearing and gritting designated areas of the Campus · Dealing with minor incidents such as floods promptly and efficiently to ensure minimum loss to the University. · Reviewing public areas for safety, security and image
7. Direct and supervise casual or temporary staff less familiar with the tasks, equipment or areas of work, particularly whilst setting up for events or driving vans.
8. Provide a visible point of contact for students, staff and visitors requiring assistance or information, ensuring a professional and courteous image is always presented.
9. To carry out any other duties commensurate with the grade.
10. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)

