



Role Profile

Role Details			
Role Title	Driver	Section	RSBi Stores/Kitchens
Division	RSBi	Report To	RSBi Stores
Grade/Salary	£32,911 per annum	Date Completed	March 2026
Company Overview			
<p>City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.</p> <p>City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.</p> <p>Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We are current recipients of a Queen's Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise our focus on investing in and growing a skilled staff base.</p> <p>Our Values</p> <p>Excellence: to deliver quality in everything we do.</p> <p>Honesty: to be open, honest and transparent with all stakeholders, promoting partnerships and sustainability.</p> <p>Trust: to be trusted by our employees, clients and partners.</p> <p>Inclusion: we are a welcoming, diverse and supportive organisation, that supports all to reach their full potential by building trust.</p> <p>Community: to play an important role in the communities of Glasgow we serve. Providing first class services together with jobs and training opportunities for local people.</p> <p>Ambition: to build a culture of excellence, through continuous improvement to deliver outstanding services for all of our customers. All whilst being an employer of choice within the city providing high quality and skilled jobs.</p> <p>Our Vision</p> <p>Our residents, customers and partners will recognise us as delivering outstanding levels of customer focus, quality and value. We will play a key role in supporting our members to address our common priorities through our unwavering focus on resident/customer resident satisfaction, resident/customer value and resident/customer trust. In doing so we will be recognised by our residents, customers and partners as playing a significant role in making Glasgow a great place to live.</p>			
Role Summary			

The post holder will have proven experience of driving a 7.5T or HGV vehicle making multiple drops to customers as required. The role requires that you will be responsible for carrying out initial vehicle checks daily and ensuring your load is secured before leaving the premises. You will assist in the loading/unloading of your vehicle with an element of manual handling being required.

The 7.5T driver plays a key role in supporting the RSBi Stores and Kitchen Admin Team by delivering high-quality products to our customers daily thus providing excellent customer service to our clients.

You will have proven experience working within a busy team and be accustomed to working to tight deadlines. You will have a positive approach to work and have excellent communication, interpersonal, and organisational skills.

You will ensure appropriate paperwork is completed by customers providing an audit trail of delivery.

You will have a proactive attitude, strong communication skills, the ability to work both collaboratively, and independently, and a commitment to meeting customer deadlines.

You will assist in the implementation of all processes and procedures to ensure the effectiveness of the business to safeguard the interests of the LLP at all times.

You will be required to add value to your section but may be expected to contribute across all spheres of RSBi and the overall business as appropriate.

At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Role Outputs

Role Output:	Includes the Requirement to:
Driving	<ul style="list-style-type: none"> - Organising your load safely before leaving premises. - Carrying out daily vehicle checks as required by our transport department. - Compliance with all aspects of DVLA and City Building driving policies.
Deliveries	<ul style="list-style-type: none"> - Ensure deliveries are completed within appropriate timescales. - Ensure all delivery paperwork/PODs are completed and returned to stores. - Communicating with onsite personnel regarding deliveries and feedback of any issues that arise.
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none"> - Ensure that you are complying with internal policies, procedures, and relevant regulations. - Comply with and implement all City Building Policies and Procedures. - Act ethically and with integrity.
Health and Safety	<ul style="list-style-type: none"> - To carry out work in accordance with the Health and Safety at Work Act 1974. - To ensure that all Health and Safety requirements are adhered to. - Report all Incidents, Accidents and near misses at the earliest opportunity. - Ensure a safe working site at all times. - Ensure wellbeing is a priority.

Key Behaviours and Competencies

Our 7.5t Driver will demonstrate the following behaviours and competencies:

Behaviours and Competencies:	Includes the Requirement to:
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Organisational	<ul style="list-style-type: none"> – Ability to manage multiple deliveries, ensuring deadlines are met and operations run smoothly. – Ensure vehicle is loaded securely. – Ensuring all driving/delivery duties are completed in a timely manner. – Taking proactive actions to ensure customer satisfaction.
Communication & Teamwork	<ul style="list-style-type: none"> – Provide clear communication and updates to stores management team. – Provide clear instructions, feedback, and system updates with team members and other sections when required. – Work collaboratively with colleagues across the RSBi Stores Team and wider City Building departments to ensure seamless service delivery.
Attention to Detail	<ul style="list-style-type: none"> – Ensure all deliveries are accurately checked before despatch. – Ensure all paperwork such as PODs are accurately signed and returned to stores. – Ensure any complaints/damages/shortages are accurately recorded and fed back to stores management.
Trust and Confidentiality	<ul style="list-style-type: none"> – You must ensure that all customer information is handled confidentially and responsibly. – Build and maintain trust with all stakeholders by consistently handling all matters with professionalism and respect.
Ethical and Professional Integrity	<ul style="list-style-type: none"> – Able to demonstrate honesty and transparency in all professional dealings. – Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.

Person Specification

You will be experienced in driving 7.5T or HGV vehicles making multiple deliveries as required. The ideal candidate will possess excellent communication and organisational skills, with the ability to work independently.

Attention to detail, punctuality, and a strong work ethic are critical to delivering timely and professional deliveries in line with our Customer Charter. The role involves loading/unloading of vehicles, delivery to customers, while collaborating closely with other departments within the RSBi team to ensure smooth coordination with production, delivery, and installation departments.

As you will be representing the interests of the LLP at all times you will be required to have a flexible approach to this role and in your contribution to the success of the business.

Requirements

Qualifications/Licence/Certification/Experience level...

- Full clean driving licence for 7.5T vehicles. C1 Licence.
- Experience of 7.5T/HGV driving/deliveries
- Client communication during deliveries

Interdependencies

- Management
- RSBi Stores Team
- RSBi Admin Team
- Manufacturing
- Support Service Areas
- All personnel within City Building, Wheatley Housing Group, and Glasgow City Council involved directly or indirectly

Conditions

Your normal place of work will be 12 Edgefauld Avenue, Glasgow G21 4BB, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.