

Role profile:

Waste & Logistics Team Member



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About Bruntwood

At Bruntwood, we are led by one purpose: Creating Thriving Cities. Our deep connection with the cities we work in sets us apart; and for more than forty years, everything we have achieved has been with this purpose in mind.

We create buildings, workspaces, innovation, retail, tech and science facilities that are connected, balanced, sustainable and inclusive. Places people want to live, work and play in.

Bruntwood Works, the division taking care of our work and lifestyle spaces, is changing the way people work by creating inspiring environments that help people and businesses to flourish across Manchester, Leeds, Liverpool and Birmingham.

Bruntwood SciTech, our science and technology division, owns and manages the largest portfolio of science and technology assets in the UK including prestigious locations such as

Manchester Science Park, Alderley Park in Cheshire and Platform in Leeds.

We aim to reflect the communities we work in. Welcoming diverse opinions, creative ideas and talent enables us to understand our customers and communities better, and see the world a little differently.

We're also committed to investing in areas where our expertise can have the most impact, with around 10% of annual operating profits going to local causes, both directly and through the Oglesby Charitable Trust. Proud supporters of the arts, we work alongside many organisations to elevate arts and culture across our cities, such as Manchester International Festival, as well as The Royal Exchange on the Bruntwood Prize for Playwriting.

Buildings and space is just the start of our story, we create thriving cities for all.

Shape your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood, but if you're considering working here, give them some thought. They've been at the heart of our story for over 40 years. Take a look at our [video](#) to find out more

We really believe that if you're brilliant to work with, you deserve brilliant things in return - from the big important stuff like up to 8% matched pension, 28 days holiday,

private healthcare, employee share scheme and enhanced maternity and paternity leave. Through to the "small perks" that help you out with the little things that matter just as much. At Bruntwood we might work hard, but we have the benefits and rewards in place to help you find that balance and enjoy life too.

**So, work with us and
shape your world..**



**Dream &
deliver**



**Never sit on
the sidelines**



**Be creatively
commercial**



**Pay attention
to detail
(it matters)**



**Be brilliant
to work with**



Role Profile

The role: Waste & Logistics Team Member

Salary: £27,000

You and the team will bring our spaces to life as you oversee the daily running of our Logistics Facility. Reporting into the Waste & Logistics Manager, you are organised and know exactly how to prioritise and run our logistics facility. You take pride in seeing things run smoothly and efficiently. You are devoted to operational excellence and go out of your way to make sure that our customers are delighted with our level of service.

What you do:

- Delivery of laboratory consumables, ensuring that items are delivered safely, securely and in a timely manner, meeting the specific needs of each customer.
- Handle and deliver bottled gas, with full training provided to ensure proper handling and safety protocols are followed at all times, particularly in high-risk areas.
- Operate within the goods-in department, managing incoming deliveries by booking in items, inspecting them and uploading details to parcel tracking software to ensure smooth operations and timely tracking of deliveries.
- Deliver various nitrogen products across the site, with full training provided to ensure safe handling and delivery of these specialized materials.
- Undertake additional reactive tasks for our customers, ensuring that work standards are high and tasks are completed on time.
- Maintain the customer areas within our buildings to a high standard whilst having a focus on building security.
- Perform Fork Lift Truck duties, with full training given, to safely move materials and equipment around the site as required, ensuring proper handling and storage of items.
- Respond to emergency situations (e.g. evacuation, alarm activations, accidents) as part of the property call-out team.
- Dealing face-to-face with customers, providing exceptional service, answering any queries, and addressing issues in a professional, friendly, and efficient manner.

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- Deliver mail and parcels around the site efficiently and securely, ensuring accurate delivery to the appropriate recipients, maintaining a smooth workflow.
- Occasionally work in the waste department, where duties include baling and collecting recycled products, helping to maintain the site's waste management system and sustainability efforts.
- Monitor and oversee contractors on site, ensuring work areas are clean, work is completed to a satisfactory standard, ensuring site rules & regulations and health and safety regulations are adhered to and that records received are accurate.
- To be familiar with and ensure the Employer's obligations for health and safety are always met in conjunction with the Bruntwood health and safety policy.
- Attend team meetings and training where necessary.
- Stock control and maintaining cleanliness of the work area and workshop.
- Other general maintenance work as requested by the Property Manager — such as: working at height (e.g. changing lamps (lights), clearing guttering/gritting etc). Some lifting may be required.

What we're looking for:

- Ultimately we are looking for a 'can-do' attitude. Someone who is enthusiastic and flexible, adapting to a role where no day is the same
- Someone who enjoys working as part of a team. We have a great working environment here at Bruntwood and therefore we are keen for people to join who want to be part of a collaborative, positive working environment
- Previous experience working within the waste industry with extensive knowledge of waste legislation and working practices
- Previous experience in a similar role
- Excellent organisational skills and problem solving skills

Benefits of working with us

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Ways of Working

- **Flexible hours** either side of our core business hours of 10am-3pm
- **Agile working** - work up to 40% of your week wherever it suits you or your role



Holiday

- **28 days holiday** - plus your birthday!
- **Buy & sell** more holidays if needed
- **Sabbatical** of up to 12 months so you can take a career break after five years with us



Money

- Up to 8% matched **pension scheme**
- **Enhanced maternity & paternity leave** - plus baby bonus!
- **Discounts & cashback** at leading retailers
- **Life assurance** / death in service
- **Rewards** for long service



Health

- **Employee Assistance Programme** - 24/7 access to mental health, legal & financial support, including counselling
- **Free healthcare cash plan** for all colleagues so you can claim back medical expenses like optical, dentist & physiotherapy. We also offer
- **Private healthcare** cover on an opt-in basis
- **Fitness classes**, free gym spaces & gym discounts
- **Healthy breakfasts** in our offices



Development

- **24 'Bruntwood Cares'** volunteering hours per year
- **Learning sponsorship**
- **Interest free learning loans** up to £2000 to pursue your passions
- **Mentoring scheme**



Travel

- **Interest free travel** to work loans
- **Cycle to work** scheme
- **Car park** discounts

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