

LTB 260/24 – LGV PROFESSIONAL DRIVERS' RECRUITMENT

No: 260/24

23rd July 2024

For the Immediate Attention of All:

Postal Branches
Divisional Representatives
Parcelforce Regional Organisers
Area Distribution Representatives
LGV Representatives

Dear Colleagues,

LGV PROFESSIONAL DRIVERS' RECRUITMENT

Branches and representatives will be aware that the Joint Statement covering the deployment of the Network Window on 17th June 2024 included a National Network Review. This activity identified gaps in resourcing across a number of the Vehicle Operating Centres (VOC's).

Discussions have taken place with the business to review vacancy numbers at each VOC and to reconfirm the Nationally agreed Resourcing Principles will be followed, including reconfirming DCPC is not a barrier to progression.

Whilst the current position of the business is not to agree Joint Statements with the CWU, the numbers and locations have been jointly agreed with the business and this activity is intended to recruit 284 drivers across 30 VOCs nationally. Selection for all vacancies will be in line with the Nationally agreed process, although some positions may be filled by current surplus or supernumerary employees, holding the necessary licence.

The vacancies available in 4 sites Exeter, Newcastle, Scotland, and Wolverhampton are a mixture of FT/PT. The recruitment for the Midlands hub is already at assessment stage, this is due to the large number of new drivers required. This unit will remain under review and further opportunities may become available.

Below are the number of recruitment opportunities per site:

VOC	Recruitment	VOC	Recruitment
BELFAST VOC	10	NOTTINGHAM VOC	8
CARLISLE VOC	5	NOTTINGHAM MINI VOC	3
CHORLEY VOC	7	NWDC VOC	30
COVENTRY VOC	5	PETERBOROUGH VOC	4
CROYDON VOC	4	PRDC VOC	17
DONCASTER MINI VOC	1	PRESTON VOC	10
ESSEX VOC	12	ROBOROUGH VOC	2
EXETER VOC	10	SCOTLAND VOC	10
GATWICK VOC	4	SEDC VOC	10

GREENFORD VOC	6	SOUTHAMPTON VOC	7
HWDC VOC	5	SWDC VOC	3
MIDLANDS SH VOC	41	SWINDON VOC	4
NEDC VOC	8	WOKING VOC	7
NHCDC VOC	13	WOLVERHAMPTON VOC	7
NORWICH VOC	4	YDC VOC	20

The recruitment activity provides our members holding an LGV C+E Licence with a real opportunity to progress to a Professional Driver Role. The department has pursued training opportunities to fill any shortfall in candidates, however the business has confirmed that they have no budget for driver training available in this financial year, which will mean that external recruitment will take place, where there are insufficient internal candidates.

Applications are open to all Royal Mail Group employees who hold a valid LGV C+E licence. Members are advised to ensure that applications are submitted on the Royal Mail Success Factors website by the closing date. A copy of the Success Factors Process is attached to assist, please apply via this process as the business cannot pick up internal candidates via the external applications process.

Applications will not be considered after the closing date. Therefore, any difficulties in registering on the Success Factors platform should be notified to the department immediately and definitely prior to the closing date, in order that they can be brought to the attention of the business.

We would therefore ask Branches and representatives to make every effort to ensure that members are made aware of this LTB and that it is given the widest publicity possible, in order that any interested parties are afforded the opportunity to submit applications before the closing date.

The applications process opens today, Tuesday 23rd July 2024 with a closing date of the 8th August 2024, due to this being a peak period for annual leave. Where interested candidates have missed the closing date of the 8th August, due to annual leave a further opportunity will be facilitated to submit an application of interest via: driveracademy@royalmail.com, the closing date for this will be the 15th August 2025.

Any enquiries in relation to this LTB should be addressed to Davie Robertson, Assistant Secretary, email: jrodrigues@cwu.org quoting this LTB number.260/24.

Yours sincerely

Davie Robertson
Assistant Secretary

Accessing SuccessFactors as a non RMG or PFS Network Account Holder

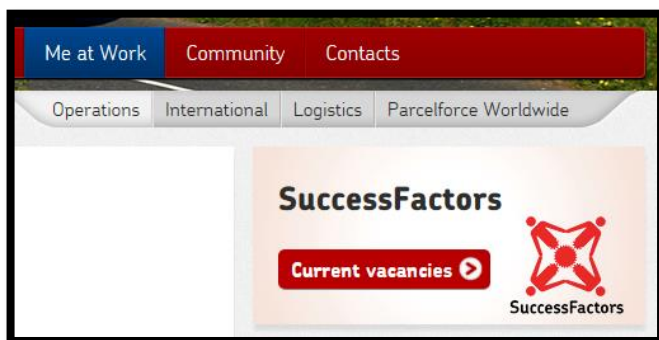
A guide for users who don't have a network account

This guide will show you how to access SuccessFactors. Using the method in this guide you can access SuccessFactors either from a non-Royal Mail computer, Smart Phone or Tablet. Managers can print this guide if necessary to help non-PSP users with how they need to access the system.

Royal Mail Permanent Employees without a RMG network account

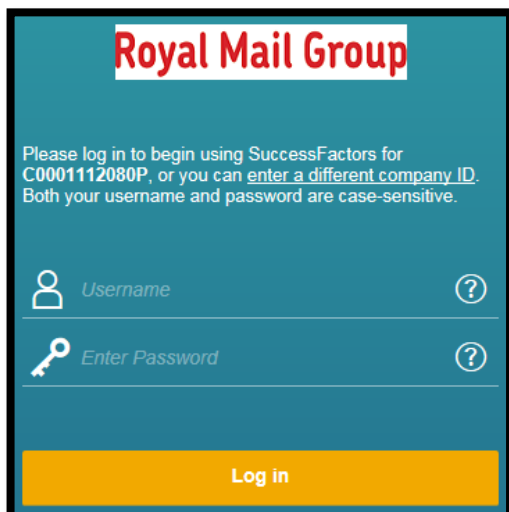
Go to MyRoyalMail.com using the following link:- <https://www.myroyalmail.com/working-royal-mail/careers>.

Select 'Current vacancies' from the right of the screen



This will bring up the SuccessFactors login screen (shown below) where the user will initially log in using the following:

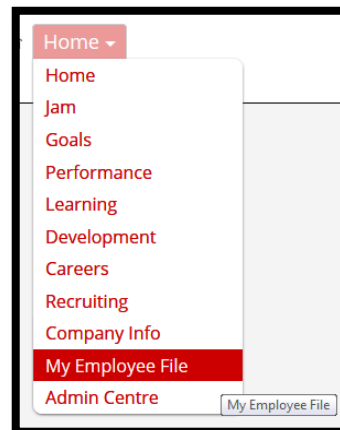
- **Username:** Employee number (e.g. 12345678)
- **Password:** National Insurance number - all in capitals with last letter in lower case (eg.AB123456c)



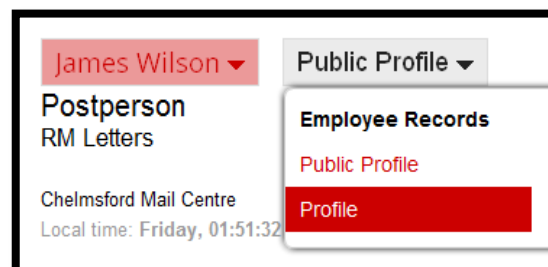
Users will be asked to change their password on first log in. Enter your current password (NI Number as above) and a new password matching the listed criteria – making a note of the new password for future use. Click the 'Save' button when finished.

At this point you **MUST** add a valid email address to 'My Employee File' to allow full functionality of SuccessFactors.

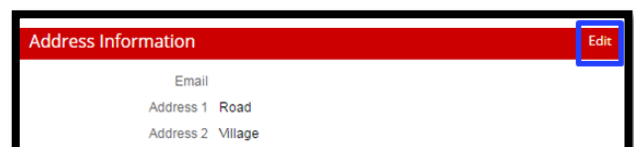
Click on the dropdown at the top left of the screen and select 'My Employee File'



Click the 'Public Profile' drop down and then choose 'Profile'



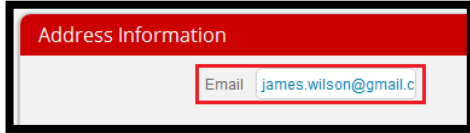
Under the 'Address Information' box choose the edit button




Accessing SuccessFactors as a non RMG or PFS Network Account Holder

A guide for users who don't have a network account

Type your email address into the email field



The screenshot shows a form titled "Address Information" with a red header. Below the header is a text input field labeled "Email" containing the text "james.wilson@gmail.c". The field is highlighted with a red border.

Click the  button to complete.

Agency/Casual Workers

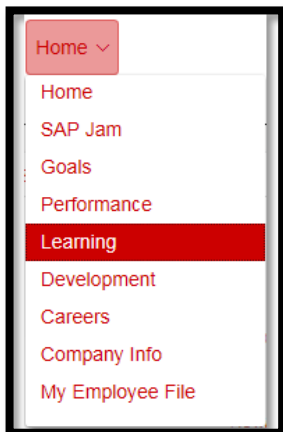
Agency/casual workers can request access to SuccessFactors via their line manager, who should see the quick guide on Help and Advice for further instruction.

Once the account is set up, the agency/casual worker will receive an email containing log in details and a link to Royal Mail Success Factors.

If they have lost the email containing the link to SuccessFactors, they can use the URL www.royalmailgroup.com/myjobs to get to the SuccessFactors login page, and use the Forgot Username or Forgot Password options to obtain their login details via email.

Navigating in SuccessFactors

Once you have accessed SuccessFactors, use the dropdown at the top left of the screen to navigate between the areas you require



The screenshot shows a dropdown menu with a red header containing the text "Home" and a downward arrow. Below the header is a list of menu items: "Home", "SAP Jam", "Goals", "Performance", "Learning" (highlighted with a red background), "Development", "Careers", "Company Info", and "My Employee File".

Please note – the dropdown options will be appropriate to your job role, so may differ from those shown above.