

University of Wales
Trinity Saint David
LONDON

Module: Employability and Career Development

Module Code: LCLM 4005



Assignment 2

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Task 1

The logistics sector is rapidly increasing nowadays (Christopher, 2016). Consequently, transport management roles are expanding globally (Rushton, Croucher, and Baker, 2017). Two advertising for transport managers were analysed (Christopher, 2016). A robust understanding of logistics is essential for both roles (Rushton, Croucher, and Baker, 2017).

The first advertising emphasises operational monitoring tasks (Christopher, 2016). Transport planning methods are within the manager's jurisdiction (Rushton, Croucher, and Baker, 2017). Route planning seems to be essential (Waters, 2019). Daily, delivery coordination is essential (Christopher, 2016). Compliance with regulations is mandatory (Rushton, Croucher, and Baker, 2017). Comprehension of health and safety is crucial (Waters, 2019). Effective communication with drivers is essential (Christopher, 2016). Performance monitoring is also predicted (Rushton, Croucher, and Baker, 2017). Operational efficiency is facilitated by issue resolution (Waters, 2019).

Comparable responsibilities are highlighted in the second advertising (Christopher, 2016). Leadership qualities are evidently essential (Rushton, Croucher, and Baker, 2017). Managers monitor logistics teams daily (Waters, 2019). They carefully arrange their transit schedules (Christopher, 2016). Customer service expertise seems to be crucial (Rushton, Croucher, and Baker, 2017). Accurate maintenance of documentation is essential (Waters, 2019). The advertising highlights compliance duties (Christopher, 2016). Transport managers maintain operational standards (Rushton, Croucher, and Baker, 2017).

Both adverts emphasise many abilities (Christopher, 2016). Communication skills are often discussed (Waters, 2019). Moreover, it seems that leadership is perpetually required (Rushton, Croucher, and Baker, 2017). Knowledge of logistics systems seems to be essential (Christopher, 2016). Organization and preparation seem essential (Waters, 2019). Rushton, Croucher, and Baker (2017) assert that these competencies enhance efficient transportation operations.

Communication skills seem to be very significant (Christopher, 2016). Daily, transport managers supervise many teams (Waters, 2019). They maintain constant communication with drivers (Rushton, Croucher, and Baker, 2017). Moreover, they engage in regular communication with customers (Christopher, 2016). Communication reduces operational faults (Waters, 2019). Service reliability is enhanced by explicit instructions (Rushton, Croucher, and Baker, 2017). Effective communication significantly enhances teamwork (Christopher, 2016).

Mastery of communication is advantageous on a personal level (Waters, 2019). Rushton, Croucher, and Baker (2017) assert that logistics positions need constant involvement. Accurate information is crucial for motorists (Christopher, 2016). Consumers expect updates on delivery (Waters, 2019). Consequently, communication improves the efficiency of logistics (Rushton, Croucher, and Baker, 2017).

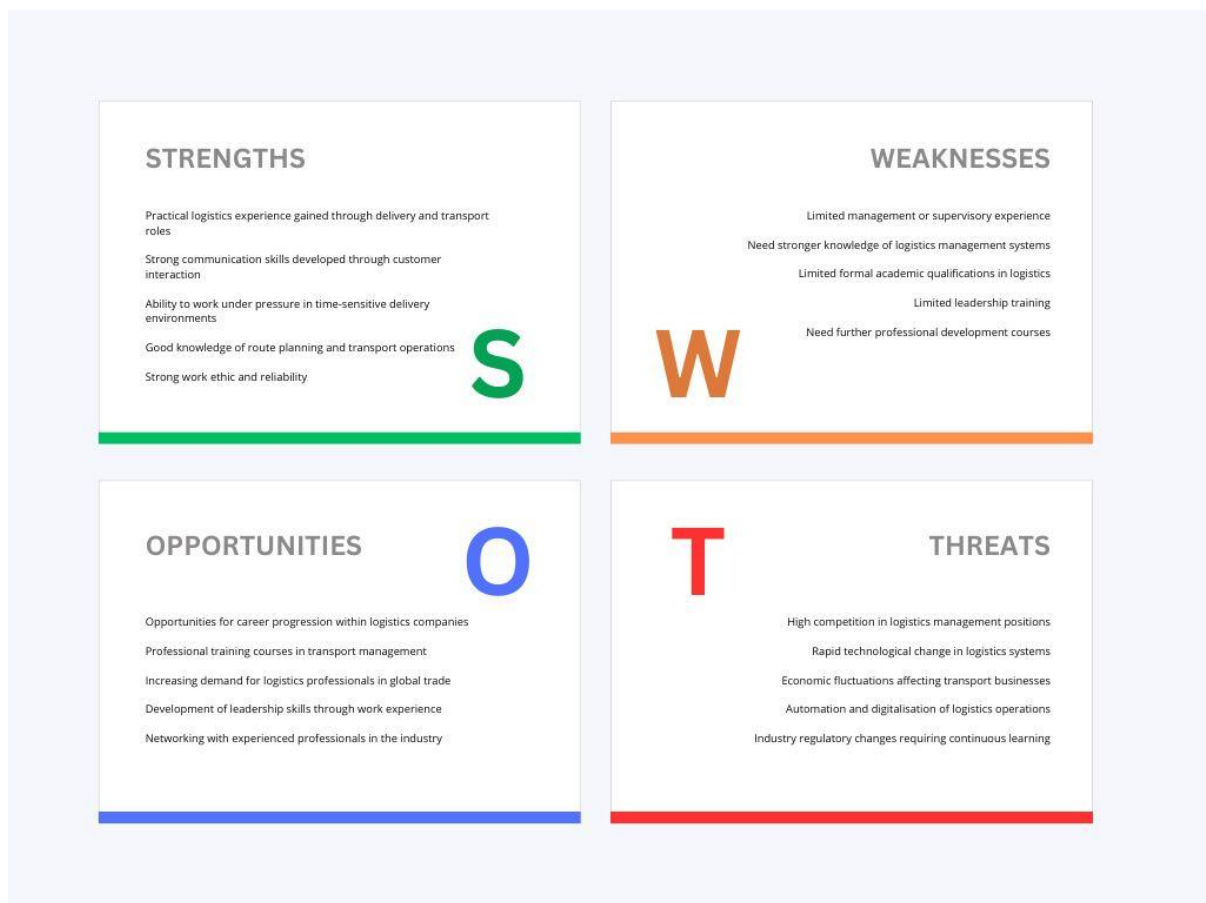
Both job adverts exhibit analogous expectations (Christopher, 2016). A multitude of competencies is required for logistics management (Waters, 2019). Communication and leadership are essential (Rushton, Croucher, and Baker, 2017). As stated by Christopher (2016), these competencies ensure operational success.

Task 2

Self-evaluation is a fundamental aspect of professional development. It helps individuals in strategizing their professional progression, identifying avenues for development, and understanding their inherent talents. According to Moon (2013), reflective self-evaluation assists people in assessing their experiences and recognising their strengths and weaknesses. Reflection is especially essential for those preparing for job in the logistics and transportation sector, since it requires exceptional organisational skills, reliability, and the ability to perform under pressure (Christopher, 2016). The SWOT analysis framework, which examines strengths, weaknesses, opportunities, and threats related to personal development and

employability, serves as an effective tool for self-assessment (Helms and Nixon, 2010).

I evaluated my employment history, personal competencies, and career aspirations to assess my degree of professional readiness. I now work in the logistics and transportation sector as a delivery driver. My responsibilities include transporting merchandise, arranging delivery routes, collaborating with logistics coordinators, and ensuring timely and secure deliveries. This experience has provided me with a profound grasp of customer service and transportation operations. This reflection approach enabled me to identify the critical areas of strength and development that influence my advancement in logistics management.



The strengths identified in the SWOT analysis indicate that I possess a diverse array of abilities that enhance my employability in the logistics industry. My primary advantage is my practical professional experience. Daily engagement in transportation operations, route planning, and logistics coordination has been

acquired via employment as a delivery driver. Christopher (2016) contends that operational knowledge is essential for understanding supply chain operations and enhancing transportation service efficiency. My employment has equipped me with the skills to effectively manage my time, schedule delivery timelines, and maintain superior service standards.

A crucial characteristic that enhances my employability is communication. Effective logistics operations rely on proficient communication among dispatch teams, drivers, managers, and customers (Rushton, Croucher, and Baker, 2017). My capacity to communicate effectively, resolve difficulties, and maintain professional relationships has improved due to my experience collaborating with logistical teams and engaging with customers. Future leadership roles in transportation and logistics firms will gain from these competencies.

However, reflection facilitated my recognition of my weaknesses. My deficiency of management or supervisory experience is one of my most significant disadvantages. I must further develop my leadership skills to effectively manage teams, evaluate staff performance, and make strategic decisions, despite my understanding of operational logistical responsibilities. Logistics managers must exhibit leadership abilities as they supervise drivers, warehouse personnel, and operating protocols (Waters, 2019).

Training and professional education are an additional area of expansion. Despite possessing practical experience, my professional profile would benefit from a deeper academic comprehension of supply chain management, logistics management, and transportation regulations. Helms and Nixon (2010) assert that using a SWOT analysis to identify developmental needs facilitates the creation of more effective career strategies. Completing professional training courses or logistics management certifications may augment my technical knowledge and facilitate my career progress.

The opportunities part of the SWOT analysis delineates many possible pathways for professional progression. The growth of e-commerce, global trade, and the need for efficient transportation infrastructure have all facilitated the ongoing development of

the logistics sector (Christopher, 2016). This expansion provides individuals with operational knowledge the opportunity to progress into management or supervisory roles. I can capitalise on these opportunities and further my career in the sector by acquiring more education and leadership experience.

Professional relationships and networking provide significant opportunities. Employment in logistics environments allows me to interact with colleagues, supervisors, and clients who may provide insights and feedback on my professional development. Individuals may improve their performance and get a greater comprehension of workplace norms via feedback from experienced professionals (Moon, 2013). These discussions augment professional confidence and personal growth.

Despite these benefits, certain potential hazards must also be considered. Intense rivalry for logistics management positions may exist, especially in major urban areas where several experienced professionals seek similar employment opportunities. Transport operations are evolving due to technological improvements such as automation and digital logistics systems (Waters, 2019). Employees must thus continuously enhance their knowledge and skills to remain competitive.

Upon reflection, the self-assessment reveals a robust foundation of practical logistical competence, communication skills, and work discipline. These traits equip me for professional readiness and future advancement in the logistics sector. The SWOT analysis additionally delineates essential areas for improvement, including professional development, management acumen, and leadership competencies. I can enhance my employability and progress to more senior roles in logistics and transport management by focusing on these topics.

Task 3

Setting career goals facilitates professional progress. Personal development is directed by clearly defined objectives. Locke and Latham (2002) assert that establishing objectives enhances motivation and performance. Career planning yields long-term professional success (Moon, 2013). The SWOT analysis for Task 2 identified many areas requiring improvement, such as management proficiency, logistical training, and leadership skills. My future job objectives are shaped by these domains.

In the next two years, I want to attain a management role in the logistics or transportation sector. This aim is essential since it will provide me with leadership experience and enhance my understanding of operational management processes. My professional expertise mostly centers on logistics coordination and delivery operations. Nevertheless, management jobs include other responsibilities such as operational planning, problem-solving, and team communication. Christopher (2016) contends that logistics supervisors are essential for managing the efficiency of transportation and the quality of services provided. Consequently, achieving this short-term goal would enable my transition from operational to management responsibilities.

In the next five years, I want to serve as a transport or logistics manager. This position encompasses strategic planning, regulatory compliance, and logistics team management. Rushton, Croucher, and Baker (2017) assert that transport managers uphold safety and regulatory standards while ensuring efficient coordination among drivers, warehouses, and customers. My professional interests in supply chain management and logistics operations align with this purpose. Acquiring management knowledge will allow me to enhance operational performance and contribute to organisational success more substantially.

I established a personal development plan that prioritises the augmentation of my technical proficiency, professional qualifications, and leadership capabilities to achieve these goals. In modern logistics environments, continuous education is

essential due to the sector's constant evolution driven by technical innovations and shifts in global trade (Waters, 2019).



This personal development plan provides a systematic strategy for improving my professional competencies. I will enhance my employability and advance towards achieving my long-term career objectives in logistics management by refining my leadership skills, gaining management experience, and completing professional training.

References

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Appendices

Job Advert 1

<https://www.reed.co.uk/jobs/transport-manager/56590298?source=searchResults&filter=%2Fjobs%2Flogistic-supervisor-jobs-in-london>

Transport Manager
Choice Textile Ltd

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environment.

Key Responsibilities

- Lead and manage a team of C/C+E drivers and driver's mates.
- Ensure full compliance with all DVSA, Operator Licence and transport legislation requirements.
- Oversee fleet maintenance schedules, inspections and defect reporting procedures.
- Plan and optimise collection routes our clients.
- Monitor fuel efficiency, vehicle utilisation and transport costs.
- Manage tachographs, driver hours and working time compliance.
- Maintain high service standards across all collection sites.
- Respond effectively to breakdowns, incidents and operational disruptions.
- Conduct regular driver performance reviews and toolbox talks.
- Liaise with senior management on transport KPIs and operational improvements.
- Investigate accidents and manage insurance reporting where required.
- Ensure all Health & Safety procedures are implemented and maintained.

Candidate Profile

Essential

- Valid **Transport Manager CPC**.
- Minimum 2 years' experience managing transport operations in recycling, waste, logistics or similar sectors.
- Experience managing multi-drop collection routes.
- Strong knowledge of Operator Licence compliance and DVSA regulations.
- Proven experience managing drivers and fleet compliance systems.
- Commercially aware with ability to control and analyse transport costs.
- Confident decision-maker able to resolve operational issues quickly.
- Excellent organisational and communication skills.
- Strong working knowledge of MS Office and route planning software.

Desirable

- Experience within recycling, waste management or charity collection sectors.
- Knowledge of FORS standards.
- Experience operating in London and surrounding regions.

Skills

Budget & KPI Management

Communication & Administrative Support

Compliance (Regulatory)

Driver Management

Fleet Management (Vehicle)

Performance Analysis

Route Planning & Navigation

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Reference: 56590298

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Job Advert 2

<https://www.reed.co.uk/jobs/transport-manager/56516998?source=searchResults&filter=%2Fjobs%2Flogistic-supervisor-jobs-in-london%3Fpageno%3D3>

Transport Manager

22 February by Freightserve



£ £50,000 - £60,000 per annum

Permanent, full-time

Colnbrook, Berkshire

Apply now

Save

Freightserve recruitment are looking for a Transport Manager for a well-established Transport company. The company is based in The Colnbrook, Berkshire area.

About the Role

Overall responsibility for ensuring the safe, efficient and effective running of the fleet in the transport operation ensuring that the fleet is up to date with industry standards and haulage regulations.

The role will be conducted over a 10-hour day shift, Monday to Friday.

About the Ideal Person

To have at least 5 years' experience of working within a Transport department, involving HGV's.

Be able to work alongside 2 other Transport Managers, as part of the overall team, so being a strong team player will be extremely important.

The successful candidate will ideally have achieved a CPC (or on route to achieving).

Class 1 driver qualified, preferred but not essential. Plus, a strong knowledge of truck and trailers, would be beneficial.

You will, at least, be required to hold a valid UK driving licence, for cars and light commercial vehicles.

Key Deliverables in role:-

- Maintain O Licence data to the satisfaction of the Office of the Traffic Commissioner and DVSA, maintain the accuracy of fleet and business data held on Vehicle Operator Licence website on the Govuk portal
- Maintain vehicle planner and all documentation relating to fleet, arrange routine preventative maintenance of fleet with various workshops and ensure Company's VOR policy is enforced
- Manage and review preventative maintenance processes and implement change as and when required
- Monitor driver's defect reporting and challenge individuals where necessary
- Monitoring of vehicle, driver downloads, missing mileage & tachograph infringements
- Review tachograph data regularly to spot any driver rule violations and provide appropriate training to help drivers improve their overall performance
- Controlling WTD report process & reporting of stats to senior management
- Communicating with driver population ensuring that they are kept up to date with relevant training/qualifications and company policies and any changes to drivers legal requirements both in the UK and EU where necessary
- Data input: Portal / fleet maintenance spreadsheet and ensure driver licence/DCPC training up to date on portal
- Vehicle defect tracking & management, ensure daily handovers containing vehicle related issues are resolved in a timely manner to ensure effective availability of fleet for the operations team
- Timely escalation of H&S/RTA issues to General Manager
- Tyre inspections monitored and fleet compliance checked engage with national/EU suppliers to reduce costs long term
- Ensure the site Health & Safety policies are maintained & followed
- Ensure all vehicles are legal and registered for the appropriate O licence
- Recruitment & Onboarding of qualified and experienced PAYE drivers who meet all legal and regulatory requirements.
- Accident investigation, liaising with insurance brokers & 3rd parties to resolve issues and ensure minimum downtime of fleet
- Actively maintain self-Continuous Professional Development by attending seminars/meetings.
- Investigate and advise on opportunities to improve aspects of providing continuous and effective control of the transport operation.
- Demonstrate knowledge of transportation regulations, logistics processes, EU driving legislation and overall transport management, provide advice and guidance on legislation and good practices relating to fleet management issues with the operational team members
- Other duties as necessary to help the business as required by the Operations Managers.

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