

Assignment Title: Employability Skills Assessment

Student Name: Mihnea Andrei Ticana

Student Number: 2435942

Module Name: Employability and Career Development

Task 1: Compare Job Adverts

Two job adverts for Transport Manager roles were analysed to identify the key skills required in the logistics industry. The first role focused on managing daily transport operations, including route planning, supervising drivers, and ensuring deliveries were completed efficiently. The second role involved overseeing fleet management, ensuring compliance with regulations, and maintaining communication with clients and suppliers. Although the roles had slightly different responsibilities, they required similar core skills.

Both job adverts highlighted the importance of strong organisational skills. Transport managers are responsible for coordinating multiple deliveries, managing schedules, and ensuring operations run smoothly. This requires careful planning and the ability to prioritise tasks effectively. In both roles, organisation is essential to meet deadlines and maintain efficiency, particularly in fast-paced environments where delays can have a significant impact on the business.

Another key skill identified in both adverts is problem-solving. Transport managers must deal with unexpected issues such as delays, route disruptions, or operational challenges. This requires the ability to think quickly, assess situations, and implement effective solutions. For example, if a delivery is delayed, a transport manager must find alternative routes or adjust schedules to ensure minimal disruption. This shows that problem-solving is critical in maintaining service quality and meeting customer expectations.

In addition, both job adverts highlight the importance of strong communication skills within transport management. Transport managers must communicate effectively with drivers, clients, and suppliers to ensure that operations run smoothly. Clear communication helps prevent misunderstandings, reduces delays, and ensures that all parties are aware of schedules and expectations. This skill is essential for maintaining efficiency and building professional relationships within the logistics industry.

One shared skill that is particularly important is organisation. This is because transport operations involve managing multiple variables at the same time, including drivers, vehicles, routes, and deadlines. Without strong organisational skills, it would be difficult to maintain efficiency and ensure that operations run smoothly. In addition, being organised helps reduce errors, improve time management, and increase overall productivity. Overall, both job adverts demonstrate that while responsibilities may vary, key skills such as organisation and problem-solving are essential for success in the transport management industry.

Task 2: Self-Assessment and Readiness

A self-assessment is essential in evaluating my readiness for a Transport Manager role. Using a SWOT analysis allows me to identify my strengths, weaknesses, opportunities, and threats, providing a clear understanding of my current position and future development.

One of my main strengths is my practical experience within the transport and logistics industry. I have been working at Relay Technical Transport since January 2024, where I am responsible for handling high-value deliveries and collections. This role requires me to manage multiple locations daily, often between 8 to 10, while ensuring efficiency and meeting strict deadlines. Through this experience, I have developed strong organisational skills, time management, and the ability to work under pressure. I am also required to communicate effectively with clients and follow company protocols, which has strengthened my professionalism and reliability.

Another key strength is my ability to solve problems in real-time situations. Working in a fast-paced environment has taught me how to adapt quickly when issues arise, such as delays or unexpected changes. I am able to assess situations, make decisions, and find solutions that ensure tasks are completed successfully. This skill is highly relevant to a Transport Manager role, where managing disruptions and maintaining efficiency is essential.

In addition, I have developed strong analytical and decision-making skills through my independent study in mathematics, finance, and economics. This has improved my ability to think logically, analyse situations, and make informed decisions. These skills are valuable in transport management, where planning, efficiency, and cost control are important.

Also in addition to my practical experience, I have developed strong attention to detail, which is essential in transport management. Working in a role that involves handling high-value deliveries has required me to follow strict procedures and ensure that every task is completed accurately. Small mistakes in logistics can lead to delays, financial loss, or customer dissatisfaction, so being detail-oriented is critical. I have learned to double-check information, follow protocols carefully, and ensure that

all aspects of a job are completed correctly. This skill is highly transferable to a Transport Manager role, where accuracy in planning, scheduling, and communication is necessary to maintain efficient operations.

Furthermore, I have demonstrated a strong work ethic and commitment to continuous improvement, which supports my readiness for progression into a management role. Through balancing work and independent study in areas such as mathematics, finance, and economics, I have shown the ability to manage my time effectively and stay disciplined. This has helped me develop a structured approach to problem-solving and decision-making. In a transport management role, these qualities are important for overseeing operations, managing resources, and ensuring long-term efficiency. My willingness to learn and improve allows me to adapt to new challenges and develop the skills required to take on greater responsibility within the industry.

However, there are also weaknesses that need to be acknowledged. One of my main weaknesses is the lack of formal management experience. Although I have practical experience in logistics, I have not yet held a managerial position where I am fully responsible for leading a team. Another weakness is that I sometimes take on too many responsibilities, which can lead to unnecessary pressure. This is something I am working on improving by focusing on better prioritisation and time management.

There are several opportunities that can support my development. One key opportunity is progressing within my current company, where I already have experience and understanding of operations. In addition, gaining further training or certifications in transport management would enhance my knowledge and improve my chances of advancing into a managerial role. Continuous learning and gaining experience will allow me to develop my leadership skills and take on greater responsibilities.

There are also potential threats that could affect my progress. Competition for management roles can be high, particularly for individuals without formal qualifications. In addition, the role of a Transport Manager carries significant responsibility, and mistakes can impact operations and business performance. However, these challenges can be overcome through experience, training, and continuous improvement.

Overall, my self-assessment shows that I have strong practical experience, problem-solving abilities, and organisational skills that are highly relevant to a Transport Manager role. While I need to develop my leadership experience further, I am confident that with continued effort and development, I will be able to progress

into a management position within the logistics industry.

Task 3: Employability Goals and Development

My short-term goal is to progress into a Transport Manager role within the logistics industry. I aim to build on my current experience at Relay Technical Transport by taking on more responsibility and developing my leadership skills. This includes improving my ability to manage operations, coordinate teams, and ensure efficiency in transport processes.

In the long term, I aim to develop into a senior management position within the logistics sector, where I can oversee larger operations and contribute to business growth. This will require strong leadership, strategic thinking, and advanced problem-solving skills.

To achieve these goals, I have created a personal development plan. Firstly, I will focus on improving my leadership and management skills by taking initiative in my current role and learning from experienced managers. Secondly, I will continue developing my organisational and time-management skills to ensure I can handle increased responsibilities. Thirdly, I will explore opportunities for further training or certifications related to transport and logistics management.

In addition, I recognise the importance of developing a deeper understanding of industry regulations and compliance within transport management. This includes learning about safety standards, vehicle maintenance requirements, and legal responsibilities associated with managing transport operations. By improving my knowledge in these areas, I will be better prepared to take on a managerial role and ensure that operations are carried out efficiently and within legal guidelines. I also plan to learn from experienced professionals within my workplace, as this will allow me to gain practical insights and improve my decision-making skills in real-world situations.

Overall, this development plan provides a clear pathway for achieving my career goals. By gaining experience, improving my skills, and taking on new challenges, I will be able to progress within the transport industry and achieve my long-term objectives.

Reference List

National Careers Service (n.d.) Transport manager job profile. Available at: <https://nationalcareers.service.gov.uk> (Accessed: 31 March 2026).

Prospects (n.d.) Logistics and distribution manager job profile. Available at: <https://www.prospects.ac.uk> (Accessed: 31 March 2026).

CILT (Chartered Institute of Logistics and Transport) (n.d.) Careers in logistics and transport. Available at: <https://ciltuk.org.uk> (Accessed: 31 March 2026).

Indeed (n.d.) Transport manager job description and responsibilities. Available at: <https://www.indeed.com> (Accessed: 31 March 2026).