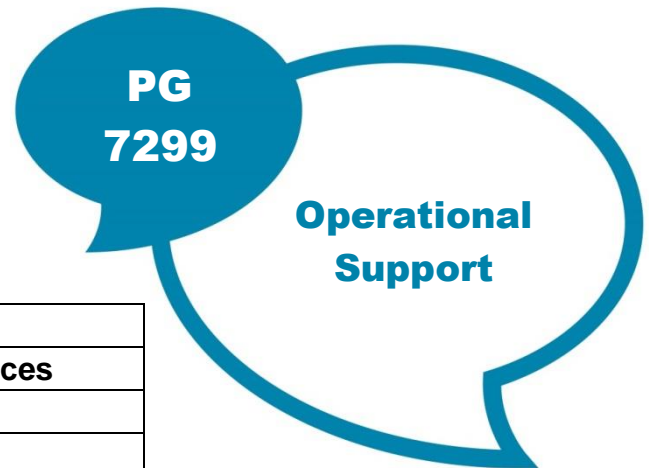


# Post Specification



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|--------------------------------|--|
| <b>Date</b>                    | December 2021                          |
| <b>Post Title</b>              | Business Partner - Transport Resources |
| <b>Job Family Role Profile</b> | OS15                                   |
| <b>Final Grade</b>             | 15                                     |

To be read in conjunction with the job family role profile

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| <p><b>Service Area description</b></p> <p>Transport Services Team.</p>   |
| <p><b>Purpose of this post</b></p> <p>To lead and manage the Council’s fleet maintenance function including the direct line management responsibility for 5 Workshop Supervisors.</p> <p>To take an active role in supporting the Senior Manager – Transport Services and the Transport Resources Manager in the drive for transformation and associated change across the Service.</p>  |
| <p><b>Key job specific accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Manage and coordinate the maintenance of the Council’s fleet. This will include the planning and delivery of all scheduled and unscheduled maintenance activities for the Council’s vehicle fleet.</li> <li>2. Fulfil the role of one of the Transport Managers on the Council’s Large Goods Vehicles Operator’s Licence including ensuring adherence to the requirements of the Licence undertakings.</li> <li>3. To line manage 5 Workshop Supervisors and provide cover for these post holders and the Transport Resources Manager during periods of absence.</li> <li>4. Budgetary responsibility for the service area including dealing with queries from internal and external customers.</li> <li>5. To ensure the vehicle servicing schedules, both planned and unplanned, is implemented and that the daily workload maximises vehicle utilisation and workshop space.</li> <li>6. To ensure the standards of work are carried out to the required Council, national and vehicle manufacturer’s maintenance standards including the adherence to good housekeeping and safety standards.</li> </ol> |

7. Undertake audit and compliance checks to ensure the accurate administration and maintenance of records in accordance with fleet, finance, stock control, health & safety, risk policies and vehicle safety legislation & guidance. Ensure that information retained in the fleet maintenance systems is accurate and processed in accordance with service policies and procedures.
8. Have a continuous regard to opportunities for business and efficiency improvements and to pro-actively contribute to their development. To include reviewing and challenging existing working practices, service standards and policies & procedures in conjunction with the relevant stakeholders. Make recommendations to the Senior Manager – Transport Services to enhance the overall experience for internal and external customers and achieve efficiency savings. Lead on the successful implementation of any changes, which may be challenged or opposed.
9. To manage the out of hours rota including engagement with customers to improve the services delivered.
10. To produce then review and revise a series of service policies and procedures at the request of the Senior Manager – Transport Services. This will include the provision of specialist advice to the Directorate Management Team, Elected Members, colleagues and other stakeholders regarding operational service delivery, maximising efficiencies and environmental credentials.
11. At the direction of the Senior Manager – Transport Services to lead and manage a series of projects relating to Local Government Reform in Cumbria.

**Please note annual targets will be discussed during the appraisal process**

### **Key facts and figures of the post**

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| <b>Budget Responsibilities</b>           | <ul style="list-style-type: none"> <li>• Management of the budgets for the areas of responsibility including the provision of reports and returns for internal and external governance requirements.</li> <li>• Ensure robust financial processing is in place for dissemination of projects and programmes funding.</li> </ul> |
| <b>Staff Management Responsibilities</b> | <ul style="list-style-type: none"> <li>• Direct line management of 5 staff with overall responsibility for a team of up to 30.</li> </ul>   |
| <b>Other</b>                             | <ul style="list-style-type: none"> <li>• 5 fleet maintenance workshops.</li> <li>• Maintenance of approximately 850 mixed fleet vehicles.</li> <li>• To take reasonable care for your own health and safety.</li> </ul>   |

### **Essential Criteria - Qualifications, knowledge, experience and expertise**

#### **Qualifications**

- Transport Manager Certificate of Professional Competence.
- Diploma or certificate in vehicle workshop management or minimum of 4 years proven relevant supervisory/workshop management experience.
- City and Guilds Mechanics and Technicians Certificate in Motor vehicle Technology or NVQ Level 3 or equivalent.
- Large Goods Vehicle Category C licence. Licence must have been held for a minimum of 3 years and Driver CPC Card.
- Evidence of continuing professional development.

**Knowledge**

- Operator's Licence legal requirements.
- Vehicle inspection systems including preparation for MOT.
- Vehicle technology including electric and hybrid vehicles.
- Vehicle design, structure and components.
- Vehicle maintenance and safety inspection programmes.
- Public sector vehicle types.
- UK and EU Transport, Construction and Use Regulations, Driver and Vehicle Standards Agency legislation, Office of the Traffic Commissioner legislation and the relevant Codes of Practice relevant to road transport management.
- Breadth and depth of knowledge of public, private and third sector organisations.
- Health, safety and risk legislation relating to vehicles, equipment and workshops.
- Local authority governance legislation and protocols including decision making, people management and financial controls.
- Technical and legal knowledge of fleet maintenance.
- Performance management.
- Contract and partnership management.
- Project, programme and risk management.
- Shared services with other service providers.

**Experience**

- Extensive experience of managing a fleet maintenance service in a local authority context including staff management.
- Financial management experience and working with financial management systems.
- Managing vehicle maintenance activities on multiple sites.
- Working with partners and external agencies.
- Experience of working within a political framework.

**Skills**

- Political awareness and sensitivity and the ability to communicate and influence effectively with elected members, partners, senior management and staff.
- Able to develop and maintain effective working relationships at all internal levels and externally with partners and stakeholders.
- Ability to lead and motivate teams in a variety of situations.
- Ability to work as a team player.
- Ability to work under pressure and achieve deadlines.
- Ability to travel throughout Cumbria and occasionally beyond including outside standard office hours.
- Ability to work on own initiative and to work as part of a team.
- Ability to work under pressure and to effectively manage competing priorities and deadlines.
- Ability to analyse and interpret information, undertake research and make recommendations.
- Ability to set and manage a budget.
- Ability to use IT including spreadsheets to present and analyse information.
- Customer focussed approach and commitment to excellent customer service.
- Commitment to equal opportunities.

**Disclosure and Barring Service – DBS Checks**

- This post requires requires a DBS check.

**Job working circumstances**

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| <b>Emotional Demands</b>   | <ul style="list-style-type: none"><li>Managing the workshop staff and customer expectations may occasionally be challenging.</li></ul>   |
| <b>Physical Demands</b>  | <ul style="list-style-type: none"><li>Exposed to high physical demands.</li></ul>  |
| <b>Working Conditions</b>  | <ul style="list-style-type: none"><li>Agile working including working on the shop floor in the workshops, inside and outside occasionally out of office hours, lone working and during adverse weather conditions.</li></ul> |
| <b>Other Factors</b>   |  |
| <ul style="list-style-type: none"><li>To model and display the corporate standards of behaviour.</li><li>Ability to travel throughout Cumbria.</li></ul> |  |