

## Post Specification

<b>Date</b>	<b>December 2023</b>
<b>PG Number</b>	<b>8066</b>
<b>Post Title</b>	<b>Fleet Operations Manager</b>
<b>Job Family</b>	<b>Operational Support</b>
<b>Job Family Role Profile</b>	<b>OS18i</b>
<b>Final Grade</b>	<b>Grade 18</b>

To be read in conjunction with the job family role profile

<b>Service Area description</b>
This is a key post within the Fleet Services Team. The Service exists to lead the Council's operational fleet maintenance function, actively contributing to safe and legal driver and vehicle operational activities and supporting the organisation's climate change aspirations.
<b>Purpose of this post</b>
<ul style="list-style-type: none"> <li>• To lead and manage the Council's fleet maintenance functions including fleet maintenance, fleet strategy, fleet replacement programme, procurement and transport resources including improving the provision for internal and external customers.</li> <li>• Ensure that the Council delivers its aspirations for the decarbonisation of its fleet while ensuring continued service delivery within the budget parameters.</li> <li>• To work with key services to ensure the compliance with all fleet maintenance functions, including vehicle and workforce safety, to ensure that the requirements of the relevant regulator are adhered to.</li> <li>• To fulfil the Lead Support role for the Team's interaction with Cumbria Transport Operational Team plus associated service areas.</li> <li>• To take an active role in supporting the Fleet Manager in the drive for transformation and associated change across the Service.</li> </ul>
<b>Key job specific accountabilities</b>
<ol style="list-style-type: none"> <li>1. Manage and coordinate the fleet maintenance activities including the planning and delivery of all planned and unplanned maintenance activities of 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. Manage and coordinate the Council's transport resources function including the delivery of fleet procurement and strategy, bulk fuel provision, vehicle telematics, Management of Occupational Road Risk, the pool cars scheme and the Safer Driving Programme.</li> <li>4. Budgetary responsibility for the service area.</li> <li>5. The development of policies, procedures and initiatives for the service and wider organisation including the monitoring and controlling of their implementation. To include the development of a fleet strategy, the digital &amp; environmental agenda and improved internal &amp; external customer interaction.</li> <li>6. Have a continuous regard to opportunities for business and efficiency improvements and to pro-actively contribute to their development.</li> <li>7. To act as the lead officer, in conjunction with service managers, regarding their fleet requirements and offer professional advice regarding vehicle specifications including operational requirements, environmental requirements and ensure that activities are conducted within the Council's allocated budget.</li> <li>8. To actively engage with service managers to continually improve and develop operational activities maximise service standards, reducing cost, generating additional income levels, providing high levels of customer service with a programme aligning to the Council's 'Net Zero' aspirations.</li> </ol>

9. To ensure that the Council's fleet renewal/disposal programme is implemented across service areas to assist in achieving the organisation's decarbonisation ambitions.
10. To prepare briefing notes, discussion documents, consultation and formal reports as required.
11. To lead and manage a series of projects relating to Local Government Reform in Cumbria.
12. To provide cover for the Fleet Manager and all immediate direct reports during any periods of absence.

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

**Key facts and figures of the post**

<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 up to 4 staff with overall responsibility for a team of up to 35.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• 5 fleet maintenance workshops.</li> <li>• Maintenance of approximately 650 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**

- Degree qualification and/or equivalent relevant knowledge and experience.
- Transport Manager Certificate of Professional Competence.
- Evidence of continuing professional development.

**Knowledge**

- Breadth and depth of knowledge of public, private and third sector organisations.
- Knowledge of transport and local authority governance legislation.
- Technical and legal knowledge of fleet maintenance.
- Performance management.
- Contract and partnership management.
- Project, programme and risk management including a high level of discretion over a series of work activities.
- Shared services with other service providers.
- Managing Service Level Agreements and contracts with external customers.
- Managing 3 sub-teams which includes persuasion of staff undertaking complex actions.
- Delivery of a service subject to significant regulation particularly pertaining to the requirements of the Operator's Licence.

**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.
- Change management and the implementation of innovation in service delivery.
- Successful experience of coordination, planning and management of complex projects.
- A track record of delivering service improvements and reducing service costs.
- 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.
- High level of communication skills and the ability to write clear, concise and coherent reports.
- 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 does not require a DBS check.

**Job working circumstances**

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Minimal.</li> </ul>
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<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• District wide role.</li> </ul>
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<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Agile working.</li> </ul>
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**Other Factors**

- Ability to travel throughout Westmorland and Furness and occasionally beyond.
- To model and display the corporate standards of behaviour.