



Job Description

Fleet Manager

Department:	Operational Logistics
Grade:	P03
Location:	Betony Road
Responsible to:	Logistics Manager
Responsible for:	Fleet Team Leader

Main purpose of the role

To provide strategic leadership and effective management support to the Group Commander Operational Logistics, ensuring the provision, maintenance and continuous improvement of the Service's fleet, tools and equipment. The postholder will lead and manage the delivery of safe, effective and compliant operational logistics arrangements, enabling employees to undertake their roles safely and efficiently, while upholding legislative requirements, organisational policies and service standards.

To lead, manage and drive the development and implementation of service plans and strategies for vehicles and equipment, ensuring that the Service delivers an efficient, effective, safe and resilient provision, while actively identifying opportunities for improvement, value for money and efficiency savings to support agreed performance targets.

Under the direction of the Group Commander Operational Logistics, manage and oversee the maintenance and servicing of vehicles, plant and equipment, ensuring resources, processes and performance are effectively coordinated to deliver an economical, efficient, safe and service-focused function that meets the operational needs of the HWFRS.

Key Duties and Responsibilities

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| <ul style="list-style-type: none">• To be responsible for the effective operation of HWFRS road vehicles ensuring compliance with road transport, legislation and service policies at all times. |
| <ul style="list-style-type: none">• Devise, deliver and continuously update the Service Fleet service plans and strategies. |
| <ul style="list-style-type: none">• Provide professional and technical engineering advice on transport operations, vehicle selection and maintenance. |
| <ul style="list-style-type: none">• To determine new vehicle specifications in consultation with manufacturers and staff. |
| <ul style="list-style-type: none">• Manage vehicle procurement in compliance with the Service's procurement standing orders. |

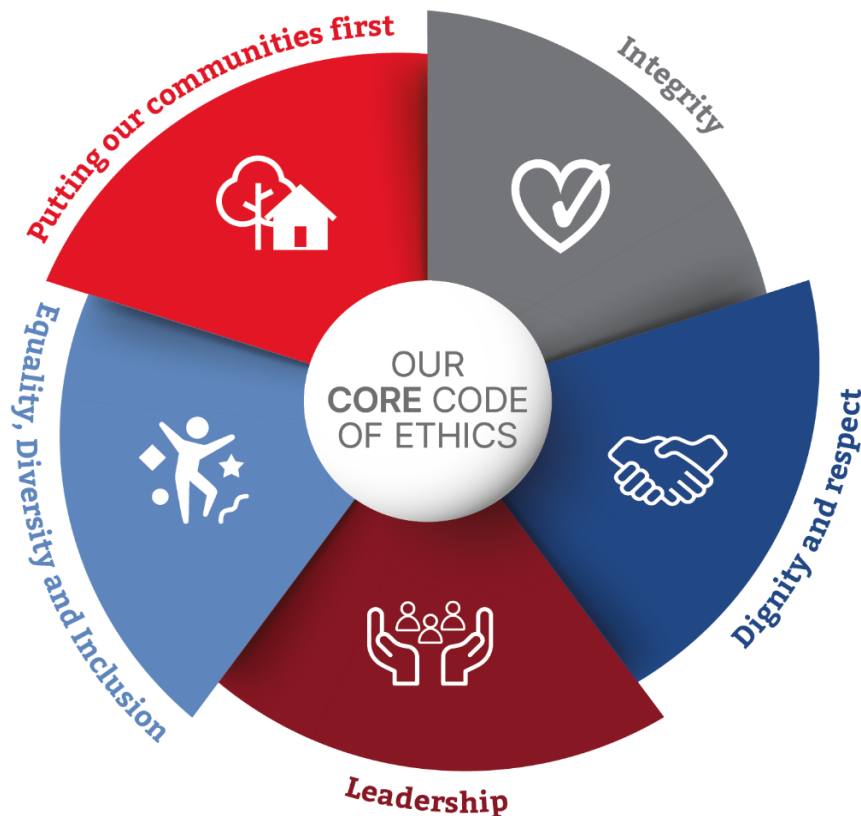
• Manage contract negotiations for the provision of vehicles.
• Deliver an efficient and cost effective inspection and preventative maintenance system for fleet vehicles and equipment that adheres to service policies and ensures legislative compliance.
• Ensure the planning and delivery of periodic/routine testing of vehicles, plant and equipment ensuring legislative compliance at all times.
• Monitor the condition of vehicles, plant and equipment to ensure maximum operational availability, safety and compliance with legislative requirements and any other prescribed standards.
• Ensure that health and safety, quality and environmental requirements are adhered to within the workshops and Mobile Mechanic environment.
• Maintain the Workshops' general register as required by the Health and Safety at Work Act and Control of Substances Hazardous to Health, and ensure that all staff are aware of their duty of care, in line with health and safety legislation.
• Ensure the workshops have the capacity and skills required to meet the output and quality objectives.
• To oversee the work carried out by designated staff, ensuring that productivity, consistency and quality standards are maintained.
• To manage the recruitment and selection of staff within the Fleet Department.
• To manage designated staff, including the allocation of work, and the identification of training needs.
• To be responsible for developing employees by regular one to one reviews and carrying out performance appraisals.
• To create an environment which increases motivation, engages and enables all employees to achieve performance and personal objectives.
• To work closely with the administration team ensuring that all records, schedules of work and information systems are kept up to date and are accurate, whether held in manual or computerised format.
• To manage the day to day security of the Workshops, including vehicles located at the premises.

• To deputise for the Group Commander Operational Logistics as and when required.
• Provide strategic leadership and professional expertise on emerging developments in vehicle and equipment maintenance and repair, shaping service strategy, advising leadership teams and leading the organisational response to associated risks, opportunities and future capability requirements.
• Attend training courses and undertake any training relevant to the role.
• Promote, implement and comply with policies, procedures, practices and principles, ensuring that service delivery and employment decisions are made in accordance with published policies, particularly those relating to equality of opportunity.
• Undertake other duties and responsibilities appropriate to the post and grade as may be assigned.
• At times be available to respond to requests outside of normal office hours to meet Service need.
• Implement and manage change in organisational activities.
• Represent the HWFRS in a professional manner at meetings and user groups in a local and national context.

Person Specification

Requirements	Essential or Desirable	Identified by
Qualifications and Training		
Education, to NVQ level 4 or equivalent, e.g. HNC.	Essential	Application / Interview
Recognised management qualification.	Essential	Application / Interview
Membership of the Institute of Road Transport Engineers (IRTE) or similar relevant body.	Essential	Application / Interview
Certificate of professional competence (CPC) in National Road Haulage.	Essential	Application / Interview
Current driving licence.	Essential	Application / Interview
NEBOSH General Certificate in Health and Safety or similar qualification.	Desirable	Application / Interview
Recognised qualification in purchasing.	Desirable	Application / Interview
Current LGV driving licence.	Desirable	Application / Interview
Recognised mechanical engineering apprenticeship and/or mechanical qualification.	Desirable	Application / Interview
Experience		
Experience of procurement and contract management within a Fleet environment at an appropriate level.	Essential	Application / Interview
Significant experience in an appropriate fleet management role.	Essential	Application / Interview
Considerable experience of drawing up specifications for goods and services.	Essential	Application / Interview

Experience of using analytical skills to forward plan and make effective prioritised and timely operational decisions.	Essential	Application / Interview
Substantial experience in working with internal and external stakeholders to achieve outcomes which aid service delivery of performance and quality objectives.	Essential	Application / Interview
Skills and Abilities		
Leadership skills showing ability to improve organisational effectiveness and promote a culture of continuous improvement.	Essential	Application / Interview
Effective communication skills, both orally and in writing, are targeted to the audience.	Essential	Application / Interview
The ability to negotiate with others and exercise tact and diplomacy.	Essential	Application / Interview
An understanding of effective performance management techniques and provides evidence of using these in a team and wider organisation.	Essential	Application / Interview
The ability to effectively compile and manage budgetary requirements.	Essential	Application / Interview
Appropriate I.T Skills, including the effective use of Microsoft packages (Word, Excel, PowerPoint) and fleet management systems.	Essential	Application / Interview
Considerable problem solving and innovation skills.	Essential	Application / Interview
Other		
Be willing at times to respond to requests outside of normal office hours, should it be required.	Essential	Application / Interview
Have a sound understanding of the role of a transport and equipment function within a service or commercial organisation and impending issues that are likely to impact on the function.	Essential	Application / Interview



Putting our communities first

We put the interest of the public, the community and service users first.

Integrity

We act with integrity including being open, honest and consistent in everything we do.

Dignity and respect

We make decisions objectively based on evidence, without discrimination or bias.

Leadership

As positive role models, we are accountable for everything we do and challenge all behaviour that falls short of the highest standards.

Equality, Diversity and Inclusion

We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.