Job Summary

Post Title	Fleet Manager	**Proposed Pay Grade**	BC G10
Directorate **Service Area**	Communities Neighbourhood services	**Line Manager**	Head of North Waste and Street Scene Services
Post Number/s (for existing posts)		**Work Location**	Pembroke Road Waste Transfer Station, Pembroke Road, Aylesbury, HP201 DB
Work style	Fixed	**Job Family & Role Profile**	Technical T10M
DBS Check Required?	NO		
Politically Restricted Post?	Yes – Sensitive *The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor.* *There are broadly two categories of restricted posts:* *Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.*		

Job Purpose and Job Context

To be the qualified and responsible Operators Licence holder for Pembroke Roads Operating Centre, manging the undertakings of 70+ in-house vehicles ranging from 3.5t to 32t for statutory waste, street cleansing, grounds maintenance and waste transfer station services.

Responsible for the Council's internal fleet management team and Fleet Management Trading Account to meet the needs of services across all Directorates, from vehicle purchase to disposal. In addition to managing the in-house Workshop at Pembroke Road which is responsible for ensuring vehicles are repaired and maintained in accordance with stringent and legislative scheduling standards.

To continually manage, audit and review transport compliance on a day to day basis, address shortcomings and ensure standards adhere to changing legislation.

To be a key decision maker and significant capital budget holder, ensuring that each years multi million pound vehicle capital programme is delivered in line with procurement and legal requirements.

To be the responsible person for ensuring the in-house fleet remains fit for purpose, operationally safe, road worthy and legal.

To provide strong leadership to a direct and in-direct team of 10.

Main Responsibilities and Duties

This section should outline key outputs of the role and should provide some specific examples of role profile accountability.

- Ensure that the Council remains fully compliant with all legal and regulated Operators Licence requirements for 70+ vehicles and 60+ Drivers.
- Responsible for domestic driving hour regulations, driving licence convictions, CPC qualifications and vehicle weight restrictions.
- Ensure that Drivers adhere to road traffic regulations via vehicle telematic management over 360 square miles.
- The responsible lead for the service areas Internal Driving Permit scheme, including management of licenses, systems and procedures.
- To be the strategic lead to continued development and improvement of driver and vehicle standards.
- Ensure all vehicles are maintained and fit for purpose, including servicing, MOT and repairs. You will be responsible for organising service schedules to ensure compliance and operational requirements are equally balanced.
- Ensure vehicle defects are reported, actioned and recorded daily.
- To be the senior lead for vehicle safety to ensure staff and members of the public remain safe at all times. This includes management of LOLER inspections and records.
- Responsible for the reporting and delivery of KPIs such as ROSPA awards, Energy Efficient Driving Index scores and maintenance records.
- Ensure all relevant compliance administration is retained in accordance with legal retention periods. This will involve ensuring processes are implemented and streamlined as and when required.
- Responsible for being the main contact with external governing bodies such as the DVSA and Traffic Commissioner.
- The lead for governing body audits and inspections in addition to any internal audit requirements.
- Be the lead advisor to the Council for fleet management and compliance, ensuring that you maintain strong external networks that ensure best practice is implemented.
- Responsible for fully understanding legislative changes and updates across transport management and ensuring that those which affect the Council are addressed within specific timeframes.
- Responsible for procuring new vehicles on a large scale by maintaining a 5 year vehicle replacement strategy. This will involve bidding for capital funds in a timely manner to ensure service delivery is unaffected, whilst adhering to EU procurement regulations by making use of recognised frameworks.
- Responsible for gaining and maintaining relationships within the transport industry.
- Responsible for tight and controlled budget management with sound decision making.
- Be the responsible Contract Manager to a wide range of contracts including vehicle telematics, vehicle hire and fleet management software.
- Responsible resolving unforeseen vehicle problems as they arise, ensuring appropriate resolution.
- Responsible for the continued development and ownership of a comprehensive and tested vehicle business continuity plan, ensuring that all worse case scenarios do not effect the delivery of Council statutory services.
- To ensure high standards of service delivery through the consistent application of recognised standards and established policies, procedures and practices.
- Responsible for chairing senior fleet meetings and fully engaging with Drivers through initiatives such as Fleet Champions.
- Being a decision maker for when accident investigations are required, ensuring that Council policies are adhered to.
- Responsible for designing, implementing and carrying out internal training to Drivers.
- Responsible for arranging and managing mandatory external CPC training for 60+ Drivers each annum.
- Responsible for writing and presenting strategic business cases to seek approval for commercial opportunities or large scale efficiency changes, this includes introducing a CPC training centre.
- To take part in the onsite Senior Duty Manager Rota whereby you are responsible for the daily running of the site and all service areas.
- Completion of all required reports and presentations, including sign off by senior stakeholders.

- Take a leading role in shaping Buckinghamshire Council's new approach to fleet, in support of the recently adopted Climate Change & Air Quality Strategy and the aspiration for the Council's fleet to be low emission or electric by 2030.
- To budget manage both capital and revenue projects. Capital being vehicle replacement strategies and revenue being the running of the Workshop in line with annual budgets.
- To provide strong leadership to a G8 and G9 managers, in addition to a wider in-direct team of 8 individuals by setting clear objectives and building a cohesive team vision.
- The role holder is accountable for the health, safety and wellbeing of a workforce who operate in a high-risk environment. They must have an in depth understanding of health and safety requirements within the sector and be an advocate to ensuring they are embedded and maintain a culture where safe working practices are at the forefront.
- Develop and maintain good working relationships with Unions, Members, internal teams (waste strategy/disposal, HR, customer relations, communications and commercial waste) and external stakeholders.
- Chair engaging and organised operational meetings, be able to present well in front of a large audience and be present at senior meetings throughout the Directorate.
- The role holder is required to take part in an on-site Duty Manager Rota with shifts running between 9am and 6pm. As Duty Manager, the role holder is responsible for responding to any escalated accidents or incidents. The role holder will also be required to take part in rota-based system for weekend on call duty manager duties.
- The role holder is expected to be organised and proactive in a procedural driven environment whereby audits are regularly conducted. The role holder will also be responsible for writing and implementing procedure notes that link into business continuity planning. They must therefore have an eye for detail and ensure all operational activities are well documented.
- The role holder proactively supports their teams in managing a high volume of employee relations matters. They must work closely with the HR team to proactively manage a range of complex and often sensitive employee relations issues; understanding and implementing corporate HR processes such as absence management, conduct and discipline, probations, grievances, performance and pay and reward matters.

Accountability

- If this role manages a budget please state the size of the budget: £550,000 – £5.5mil
- If this role monitors a budget please state the size of the budget: £550,000 – £5.5mil
- How many direct reports does this job have in its reporting line? 2

  BC G8

  BC G9
- How many indirect reports does this job have in its reporting line? 8

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions

- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience ***(use job family to complete)***	**Job Specific Examples**	**Essential**	**Desirable**
Substantial relevant experience of planning and delivering specialist operational fleet services within a large/complex organisation, with expert technical/professional knowledge and experience.	For example, ensuring that vehicle maintenance schedules are in line with legal requirements, developing and implementing processes to ensure fleet compliance is maintained.	✓	
Expert knowledge and understanding of the systems, policies, procedures, professional guidelines, legislation, best practice and emerging developments within the scope of the service area.	Able to develop business cases, options papers and strategies for continuous improvement and change management for the wider fleet industry in a local government setting.	✓	
Held a successful HGV Transport Manager position for 50+ vehicles.	Has worked in the Transport Management environment operating a large fleet of vehicles with an Operating Centre score of green.	✓	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work to ensure standards, outcomes and deadlines are achieved.	Quality review of work package to evaluate achievement of customer requirements.	✓	
Is a confident, methodical, clear thinker and who is able to prioritise and make well thought out decisions.	Able to make senior decisions involving vehicle incidents and breaches e.g. applying Internal Driving Permit points, suspending driving duties, commissioning disciplinary investigations.	✓	
Ability to build and maintain relationships and engage successfully with stakeholders.	Timely responses to internal clients across operational teams e.g. Workshop, Waste Collection and Street Scene throughout a reactive operational day.	✓	
Budget and contract management experience with extensive knowledge of procurement regulations.	Managing large annual budgets and procurement projects e.g. externally funded grants for technical contracts with electric fleet.	✓	
Good ICT skills including use of standard Microsoft applications and specialist systems.	Microsoft Word, Excel and PowerPoint	✓	
In depth knowledge of legislation, including	Health and Safety Act 1974. HSE	✓	

health and safety and operator license compliance.	requirements and WISH guidance. Road Traffic Act, Operator License compliance (Driver Hours, Defects, vehicle repair and maintenance etc)		
Proven experience in managing complex projects, utilising recognised project management principles and tools to ensure delivery on time and within budget.	Multi-million pound procurement exercises of specialist fleet and technology e.g. 26t vehicles, mowers, tractors, telematics etc	✓	
Qualifications		**Essential**	**Desirable**
National Transport Manager CPC		✓	
C Class driving licence			✓
Project Management qualification e.g. Prince 2			✓
Degree or equivalent		✓	
A member of CILT			✓
Other Requirements		**Essential**	**Desirable**
A full driving license required to be able to carry out the role		✓	
Experience of working in local government		✓	
Experience of working within waste operations		✓	
Decision making accountability		✓	
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.		Y	
This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • Unspent convictions and/or unspent conditional cautions only For further information on how long it takes for convictions and conditional cautions to be spent, please refer to Nacro's *guide* on the Rehabilitation of Offenders Act.		Y	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.