

Job Description

Job Title: Fleet Manager

POSCODE: CCC2758

Grade: P3

Overall purpose of the job

To administer and improve the management of Cambridgeshire County Council's vehicle fleet, and to support teams in across the Council in managing their duties in relation to their fleet vehicles, Establishing the provision of office, financial, management and supervision of transport support services, to ensure that services are delivered to a highest standards, and arrange training and develop operational processes.

To ensure the In-house transport fleet meets the requirements of the Council, provides good value and achieves efficiencies through cost effective contracting and purchasing of vehicles. To liaise with external suppliers to ensure vehicle serviceability.

The fleet manager will provide leadership for the Council's fleet management arrangements and agree and implement measures that will improve the management of the fleet.

Main accountabilities

Main accountabilities	
1.	<p>Strategic Management</p> <ul style="list-style-type: none"> • Undertake cost reviews relating to management and ownership of fleet items, and options to make savings. • Test appropriateness of current systems of control for the allocation and management of fleet and fuel e.g. tracking of vehicle use, driver behaviour, fuel purchasing and use. • Test appropriateness of current IT systems and use of technology that is used for the management of fleet and/or to connect fleet with other IT systems e.g., use of tracking, links to customer contact centre, use of fleet to collect data. • Review current procurement and disposal arrangements of vehicles and arrangements in relation to health and safety including driver checks, driver behaviour, vehicle testing. • To review compliance with VOSA and Operator licence requirements where required. • Make recommendations and implement agreed recommendations regarding the ongoing management and maintenance of fleet and how the management of fleet can make a contribution to the Council's net zero ambition. • Undertake up to date reviews of our carbon footprint arising from fleet vehicles and their operation, and undertake management and control of business mileage. • Optimise the size and use of fleet required by the Council, and review / implement systems of control for the allocation and use of fleet and fuel. • Ensure effective and compliant procurement and financing arrangements for the acquisition of fleet items; and for the effective disposal of fleet items. • Recommend and implement improvements to the use of technology in both the management of fleet and in the connection of fleet with other systems of the Council. • Build assurance mechanisms for compliance with legislation including that relating to health and safety, VOSA and Operator's licence requirements. • Identify potential costs savings that can be achieved through the enhanced management of fleet and identify opportunities for further efficiencies e.g. through collaboration with partners. • Identify opportunities to reduce costs to the Council in relation to business mileage as well as contributing to the net zero ambition.

	Main accountabilities
2.	<p>Financial Accountability</p> <ul style="list-style-type: none"> • Manage and monitor expenditure working with external suppliers ensuring regular meetings to review fleet procurement and to manage the budgets allocated to the fleet service. • Makes appropriate decisions in regards to effective use of fleet vehicles and allocation including regular challenge where inappropriate resource is in place. • Ensure that employees comply with County Council financial processes ensuring staff claims are appropriately checked and monitored. • Manages accurate fleet information for invoicing of activity as appropriate.
3.	<p>Operational Management</p> <ul style="list-style-type: none"> • Provides management support and advice to vehicle operators. • Seek to sell vehicle usage for additional activities as appropriate in keeping with operational licence. • Lead, in consultation and negotiation with external providers of vehicle fleet / operational and maintenance requirements. • Assist in the development of strategies. Working closely with direct reports to implement initiatives and recommend service improvements and changes where potential savings and improvements could be made. • Provide specialist knowledge to internal and external providers on accessible vehicles and equipment. • Work closely with vehicle provider representative and agencies responsible for vehicle and equipment maintenance. • Represent the County Council at meetings with partners and external bodies. • Mindful of risks to the authority and aware of how to escalate issues accordingly. • Responsible for ensuring all vehicle and equipment maintenance schedules are met • Advise and inform others on matters relating to own job or section or directorate whilst providing / passing on knowledge as appropriate
4.	<p>Office Management</p> <ul style="list-style-type: none"> • Makes recommendations and implements service improvements, ensuring the cost effective utilisation of fleet staff and vehicles, ensuring vehicles and equipment remains safe and compliant with legislation. • Manage day to day operations including working with various internal and external agencies to ensure best representation of the authority and delivery of service provision. • Responsible for advising staff and external providers of safe operation and delivery of fleet transport for all users. • Manage delivery of day to day provision ensuring fleet vehicles have complete service schedule and road legal compliant. • Promotes opportunity for utilisation of fleet resources as appropriate. • Provides administrative, and management support to fleet staff and vehicles, operational cover additional tasks as required vehicle checks and movements. • Ensure compliance with the relevant statutory duties relating to fleet and health and safety
5.	<p>Line Management & Development of Others</p> <ul style="list-style-type: none"> • Manage and supervise a team of people, ensuring recruitment, selection, induction, learning and development is undertaken. Maintain the day to day management of drivers including leave, rota's and sickness absence. • Flexible management to ensure lone working staff receive appropriate, timely and regular supervision and action any concerns to ensure maximum output.

	<p>Main accountabilities</p> <ul style="list-style-type: none"> • Manage and monitor the work of other people in the Council in regard to their responsibilities in relation to fleet vehicles and their operation, ensuring work is completed to timescales and requirements which are adequately planned and prioritised. Where appropriate ensuring that the service is appropriately staffed to service needs. Ensure vehicle fleet is provided as appropriate on a daily basis. • Establish goals and targets for employees and monitor employee's progress, performance and delivery, ensuring that all issues of performance are addressed in accordance with Council policies and procedures. Ensure that drivers are appropriately trained to undertake their driving roles.
6.	<p>Health & Safety / Risk Management</p> <ul style="list-style-type: none"> • Take responsibility for Health and Safety issues in relation to the management of the Council's vehicle fleet and ensure the provision and maintenance of a healthy and safe working environment. Monitor and review systems and processes. • Maintain fleet and depot health and safety risk register. • Identify and act upon any Health and Safety issues to reduce the risk to everyone. • Take responsibility for safeguarding ensuring appropriate measures and processes are adopted to reduce risks to vulnerable clients and service users. • Manage risk to mitigate against Cambridgeshire County Council liabilities, protecting the authorities reputation.
7.	<p>Technical Responsibilities</p> <ul style="list-style-type: none"> • Understand the core business of the office/directorate and contribute to its development. • Use specialist knowledge to provide advice on complex matters relating to own position or that of office / directorate. • Ensure adequate training is arranged/provided particularly for unique fleet equipment that requires operational training. • Provide onsite monitoring of contracted or internal transport, identifying incorrect or dangerous operations and provide specialist advice and guidance to internal and external providers on accessible vehicle operation. • Recommend remedial training as required. • Undertake other tasks and responsibilities as required in the delivery of Council services
8.	<p>Equality, Diversity and Inclusion</p> <p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>
9.	<p>Safeguarding commitment</p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree level qualification in relevant discipline or substantial experience managing fleet in a similar environment	Degree level qualification in relevant discipline or substantial experience managing fleet in a similar environment	Essential
Minibus Driver Trainer/ Assessor qualification for 'MiDAS' and DAT trainer	Accessible vehicle equipment use and driving	Desirable
Recognised Industry Standard Accredited qualification in all types of 'Accessible' vehicle equipment and passenger assistance	Industry approved training from a range of specialist equipment manufactures	Desirable
Recognised Accredited qualification in accessible vehicle lift operation		Desirable
Full driving licence, with Full DVSA tested Minibus entitlement, i.e. PCV, Categories D or D1 (not 101 restricted), for either Manual or Automatic vehicles	Driving Skills – operation of Accessible vehicles from 4- 16 seats for the safe conveyance of CCC vulnerable persons.	Essential
Diploma in Management	Professional Road transport Qualification	Desirable
Driver Certificate Professional Competence (CPC) Hold a current certificate of 'Advanced' driver training e.g. RoSPA, IAM, Police advanced etc.	Drive Trainer & Assessment Skill	Desirable
DVSA Approved Driving Instructor (ADI)		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Extensive Accessible Vehicle Operational knowledge	Experience of working with all types accessible vehicles and wheelchair restraints	Essential
Professional Experience of Passenger lift operations	Able to demonstrate experience and safe operation of passenger lifts	Essential
Extensive office administrative	Proven office administration	Essential
Extensive people management	Proven staff Management	Essential
Understanding of budget management	Proven budget monitoring and management	Essential
Full Understanding of legislative framework of job specific work area	Proven background in accessible vehicle operations and vulnerable clients	Essential
Advanced IT skills, including windows Office and specialist packages	Evidence of it proficiency in accurate data inputting effective record management, letters , and statistical information	Essential
Knowledge and experience of the 'General Data Protection Regulations'	Evidence of GDPR	Essential
Knowledge of Council policies & procedures	Understanding of local government working	Desirable

Identify	Describe	Essential/ Desirable
Local authority working	Previous work experience in a local government position	Desirable
Has portfolio of working in a fleet environment	Evidence of working in a fleet environment	Essential
Skills		
Ability to interpret and explain complex issues	Ability to analyse and evaluate information critically	Essential
Ability to take hard decisions when necessary	Demonstrational ability in handling difficult and necessary decisions	Essential
Adaptable and creative approach to problem solving	Demonstrational problem solving and adaptable an creative approach	Essential
Approachable and adaptable	Able to communicate effectively	Essential
Able to prioritise workload and complete in timely manner	Ability to work to a deadline, to organise time and prioritise effectively	Essential
Experience in delivering complex training non classroom based	Able to deliver training in a practical environment	Essential
Strives for excellence		Desirable
Ability to grasp, assimilate and apply information and concepts quickly	Ability to communicate effectively in writing and verbally in different settings with different people	Desirable
Ability to challenge others sensitively	Ability to challenge in a constructive way	Desirable
Experience		
Working in a fleet or transport environment where focus has been on passenger delivery	Demonstrable experience of working in a similar passenger transport caring environment	Essential
Multi-site operations	Experience of working across multiple sites	Desirable
Working in a care environment particularly Adults	Previous experience in a caring or similar role	Desirable
Commitment to continuous service development	Demonstrational personal or continue professional development	Essential
Equality, Diversity and Inclusion applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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