



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: Fleet Officer

Grade: KBCSC1217 (24,496 – 26,845)

Reports to: Fleet Technical Officer

Responsible for: n/a

Directorate and Service area: Place & Economy

### **Purpose of the job**

The Fleet Officer will co-ordinate and manage all administrative functions and processes within fleet services and support the wider Fleet team with day-to-day operations.

### **Principal responsibilities**

1. Monitor the day-to-day fleet maintenance schedules, liaise with suppliers and teams to arrange all inspections, update the annual planner and maintenance of records.
2. Monitor and document vehicle defects, maintain electronic and paper records and liaise with the Fleet Technical Officer/Fleet Manager on reducing outstanding defects, highlighting patterns with the aim of reducing vehicle downtime.
3. Maintenance of the 'master fleet' database and all vehicle records, both electronic and paper.
4. Collate and audit Driver's Vehicle Check Sheets, conducting spot checks and recording of data/findings for investigation where required.

5. Assist with the collation of fleet data to enable the Technical Officers and Service Managers to respond to complaints, queries and motoring offences.
6. Collation and recording of vehicle data such as mileage and fuel usage to enable the wider team to analyse, monitor and identify areas for improvement.
7. Monitor, action and manage the 'fleet' generic email account and act as the first point of contact for the team.
8. Approval of low level repair/recharge works to maintain vehicle availability.
9. On instruction, raise purchase orders, invoices, and journals for the team via ERP Gold.
10. Provide administrative support for the team to enable them to maintain compliance of the Authority's Operator Licence.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	5 GCSE passes at grade C or above, including maths and English, or equivalent.	Fleet/Transport Administration Training  Certificate of Professional Competence in Road Transport
Experience and Knowledge	<p>Minimum 2-years' experience of an office-based Fleet focused environment and experience of fleet administration processes and management systems.</p> <p>Knowledge of fleet and transport regulations and legislation</p> <p>Confident IT and keyboard skills and knowledge of Microsoft packages.</p>	Experience in a local government fleet-based environment.
Ability and Skills	<p>Excellent analytical skills, with ability to analysis statistical data.</p> <p>Excellent communication skills, written and verbal.</p> <p>Ability to meet deadlines and prioritise workload.</p> <p>Excellent organisational skills.</p> <p>Ability to work as part of a team and organise tasks and work unsupervised.</p>	

<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		