



## Job Description

<b>Job Title:</b>	<b>Assistant Fleet Manager</b>
<b>Post No:</b>	
<b>Grade:</b>	<b>I</b>
<b>Location:</b>	<b>Head Office, Swindon Road, Cheltenham</b>
<b>Responsible to:</b>	<b>Corporate Fleet Manager</b>
<b>Responsible for:</b>	<b>Corporate Fleet Admin Officer(s)</b>

### Part A: Job purpose

The post of Assistant Fleet Manager reports directly to the Corporate Fleet Manager.

The post holder will support and deputise for the Corporate Fleet Manager in terms of service delivery, compliance, service management, policy development and advice and resource management for the areas of activity listed within Part C.

This job description operates in conjunction with the company's scheme of delegations.

### Part B: Key result areas

**1. The management of services listed in Part C which meet customers' needs, are of high quality, and are cost effective.**

- a) to keep up to date with current practice, changes in legislation, identify future trends and advise the Corporate Fleet Manager accordingly to ensure compliance at all times.
- b) to act as the principle interface between the internal operational teams, the Fleet Services and the services managed on their behalf.
- c) to prepare and present financial, management and technical reports associated with own service area
- d) to assist in setting targets for service quality and continuous improvement and to assist with the monitoring of performance indicators.
- e) to assist and support in the preparation of the annual business plan.
- f) to ensure that the company's equal opportunities policies are followed and actively practice social inclusion within own service unit.

**2. Staff management and development**

**Exercise sound personnel management of employees within the scheme of delegation including:**

- a) recruitment, retention, training, development and when necessary, disciplinary action following the relevant policies.

- b) manage staff absenteeism and sickness absence in accordance with the company's policies.
- c) undertake the company's performance appraisal system and identify staff training requirements to meet the current and future needs of the business and report to the Corporate Fleet Manager.
- d) motivate staff within a creative and supportive culture, ensuring relevant and regular communication is disseminated to the team
- e) to ensure compliance with responsibilities specified within the current Health, Safety and Welfare Policy commensurate with level of employment and management responsibility and ensure that health and safety risk assessments are undertaken and that safe systems of work are followed and that staff are updated/trained accordingly.

### **3. Physical resources and monitoring of budgets.**

- a) assist in the preparation of resource plans and development of budgets for Fleet Services.
- b) to ensure all resources (including IT hardware and software) are used safely, legally and efficiently.
- c) to ensure compliance with standing orders, financial regulations and all other company policies and maintain systems for ensuring financial probity

### **4. Professional / technical**

- a) to act when necessary as the Company's professional adviser in respect of Fleet Management and Vehicle Maintenance.
- b) to maintain personal professional/technical competence within the service area in part C;
- c) in consultation with the Corporate Fleet Manager, to define service standards within the context of the operations plan and monitor and maintain them;
- d) to deal with customer and supplier correspondence relevant to your area of responsibility

### **5. Other responsibilities**

- a) to be a senior member of the Fleet Management Team
- b) to respond to changes to the company's responsibilities arising from changes in legislation, good practice and other service pressures;
- c) to ensure personal and team compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon the organisation, whether relating to personnel management or service delivery.
- d) to assist with risk management and business continuity planning within the corporate framework and policies, including assisting with the holding and managing of the department's risk register
- e) to assist the Corporate Fleet Manager to identify new market opportunities and assess their viability

- f) to carry out any other duties that may be required commensurate with the general level of responsibility for the post.

### **Part C - Specific Service Areas**

- a) to assist in the monitoring of the local Fleet Replacement Programme for each contract and appropriately liaise with local managers regarding replacement requirements
- b) assist in supporting the Corporate Fleet Manager, in the planning and organising replacement of local fleet in line with the local Fleet Replacement Programme for each contract
- c) working with procurement teams from the service commissioners, to prepare plant and vehicle specifications, assist in the evaluation of tenders and advise the commissioner of the best value tender;
- d) to assist in the development, implementation and overview of Service Level Agreements for Fleet management and maintenance with local contract managers
- e) to develop policies and procedures relating to the provision, maintenance and use of vehicles, plant and equipment and ensure compliance with the provision of the vehicle operator's licence;
- f) to audit as directed by Corporate Fleet Manager local fleet maintenance operations and workshops to ensure compliance with both the relevant vehicles operator's licence and the requirement of the local SLA
- g) to prepare specifications and contract documents for supplies and services for the department, invite and evaluate tenders and advise the Corporate Fleet Manager of the best value
- h) to allocate works to approved contractors, monitor performance and agree interim and final payments;
- i) to purchase parts from approved suppliers and product manufacturers and ensure the best value for money is obtained;
- j) to assist in the preparation of tenders and estimates in response to invitations from existing and potential clients.
- k) to ensure the company's fleet is managed in accordance with legislative and licensing requirements and that sufficient numbers of staff are professionally competent; and keep up to date with current professional/technical practice;
- l) to oversee the stock purchasing and secure warehousing arrangements at local depots to ensure compliance with contract and procurement rules and policies
- m) to participate in emergency management and business continuity management and assist in the provision of a winter maintenance service.

The activities of the section are:

- fleet management
- vehicle repair and maintenance
- MOT testing station
- taxi testing
- stock purchase and security, including fuel