



**PERSONNEL SPECIFICATION FORM**

Applicants Please Note: You may retain this form for your information

Job Title: Assistant Fleet Manager	Grade: I
Drawn up by: Mark Hulbert	Signature:

<b>CRITERIA</b>	<b>Assessment Code</b>
<p><b>A. Skills and Abilities</b> (including basic, technical, communication, managerial skills, skills dealing with people, etc.)</p> <ol style="list-style-type: none"> <li>1) Strong leadership skills with the ability to motivate and inspire the team.</li> <li>2) Good interpersonal skills with the ability to develop effective industrial relations and manage conflict.</li> <li>3) Ability to motivate staff and encourage others to fulfil their potential.</li> <li>4) Persuasive and assertive with good negotiating skills.</li> <li>5) Ability to achieve results and maintain composure when under pressure.</li> <li>6) Strong organisational skills with the ability to schedule and co-ordinate vehicle maintenance operations.</li> <li>7) Problem solving and decision-making skills with the ability to develop pragmatic action plans.</li> <li>8) Strong numeracy and budget management skills.</li> <li>9) Good time management skills with the ability to prioritise and meet deadlines whilst responding to changing circumstances, interruptions and unforeseen incidents.</li> <li>10) The ability to analyse and interpret complex data and report meaningful and factual management information and professional advice.</li> <li>11) The ability to operate information and communication technology systems and equipment.</li> <li>12) Strong written, verbal and presentational communication skills.</li> <li>13) The ability to operate within the values of Ubico Ltd.</li> </ol>	<p>S/I I S/I I I S/I S/I S/I S/I S/I S/I S/I</p>
<p><b>B. Knowledge</b> Detailed knowledge of legislative framework and best practice in fleet management and vehicle maintenance including operational knowledge of Tranman Technical knowledge relating to maintaining a large and varied fleet of vehicles, plant and equipment Knowledge of Health and Safety at Work Act and other regulations specific to the activities of the section Knowledge of the techniques and processes of management.</p>	<p>S/I  S/I S/I</p>

<b>CRITERIA</b>	<b>Assessment Code</b>
<p><b>C. Work Related Experience</b> (including voluntary/unpaid work) Experience of operating at senior management level or above. Experience of managing staff Experience of managing a vehicle workshop Experience in managing a commercial fleet operation</p>	<p>S S</p>

<p><b>D. Qualifications</b> - for which there is a legal/professional requirement  Degree level or equivalent in motor vehicle engineering, membership of a relevant professional body or similar  Full Driving Licence.  Certificate of Professional Competence in Road Haulage Operations  Health &amp; Safety - IOSH</p>	<p>S S S</p>
<p><b>E. Circumstances</b>  A flexible approach to working hours and tasks allocated.</p>	<p>I</p>
<p><b>F. Desirable Criteria</b>  (It is <b>not</b> essential to satisfy these requirements, but they <b>may be used during shortlisting</b>)</p> <p>Experienced in operating a vehicle workshop, taxi testing / MOT station</p> <p>A relevant management qualification</p>	<p>S</p>

**Criteria Assessment Code Descriptors**

**S** - To be assessed at shortlisting for interview.

**I** - To be assessed at interview.

**T** - To be assessed by test. (If selected for interview all candidates will be sent further details of this)

**Verification Statement**

I confirm that this Personnel Specification has been approved:

Name: Mark Hulbert

Designation: Corporate Fleet Manager

Signature:

Date of Approval: