**Head of Fleet Management Candidate Pack**

Thank you for your interest in working as Brighton and Hove City Council’s Head of Fleet Management.

The role is based within the City Services directorate and City Environment service, but provides fleet procurement, maintenance and management for the whole Authority.

The Head of Fleet Management is a critical role for the council. In this role, you will be accountable for ensuring the council’s 468 vehicles are fit for purpose and support the delivery of reliable services. You will also act as Lead Transport Manager for the authority, ensuring council-wide compliance with all road transport legislation and industry best practice.

**The City Environment service**

As a member of the senior management team in the City Environment service, the Head of Fleet Management plays a crucial role in delivering a clean city for all our diverse communities. The service is on a journey of modernisation to ensure the city receives reliable waste services, and has clean, attractive, and well-maintained streets and public spaces.

Delivering of the council’s [Fleet Strategy 2020-2030](https://democracy.brighton-hove.gov.uk/documents/s159901/Fleet%20Strategy%20APX.%20n%201.pdf) is a critical element of the service modernisation programme ensuring a sustainable future for the service in the context of reducing council budgets, increasing customer demand, and legislative changes. This includes decarbonising the waste fleet to reduce fuel costs and improve air quality and using technology to increase efficiency and transform the customer experience.

The council currently has 74 electric vehicles and the service is investing in ground-breaking electric vehicle charging facilities at Hollingdean depot. The site’s new infrastructure is a first for an HGV fleet in the southeast and an industry standard setter.

**The role of Head of Fleet Management**

As the Head of Fleet Management you will lead a diverse team of skilled, technical staff based at Hollingdean depot, ensuring the workplace is an inclusive environment. Watch the [video of staff in the Fleet workshop](https://www.youtube.com/watch?v=97WyLZ3zCSg&list=PLkn6wzCIq2ymRdq-kiDZFbcgy4esAZ6rl&index=9) to hear directly about the range of work they do, what it’s like to work for the council, and what they love about their job.

Although based in the City Environment service, your influence will extend across the council, ensuring controls are in place so that vehicles are procured and managed in a way that supports services, provides value for money and meets health and safety regulations. A key aspect of the role is working collaboratively and in an integrated way across services, building the space for innovation and co-design.

This role has been designated a politically restricted post. This means that political activity is restricted through the Local Government and Housing Act 1989 and prevents post holders from taking part in certain political activities outside of work.

**The Council**

The council was formed as a unitary authority in 1997.

We are currently governed through a Leader and Cabinet model, having moved from a committee system in May 2024. Until the local elections in May 2023 where Labour achieved a majority, the council was led by various minority administrations since 2003.

The 54 councillors representing 23 wards in the city are made up of:

* 37 from the Labour Group
* 8 from the Green Group
* 5 from the Conservative Group
* 2 from the Brighton & Hove Independents
* 2 Independents (not belonging to any political group)

Councillor Bella Sankey is the Labour Leader of Brighton & Hove City Council.

You can find more information about the current political makeup of the Council and our governance system by visiting our [‘Council and democracy’](https://www.brighton-hove.gov.uk/council-and-democracy/councillors-and-committees) webpages.

**Our leadership and organisation**

Working for Brighton & Hove City Council means you will join one of the largest employers in Sussex and an organisation that’s active in its community. For us, a better Brighton and Hove is:

* A city to be proud of
* A fair and inclusive city
* A healthy city where people thrive, with
* A responsive council with well-run services

Operationally the council is organised into four directorates, commissioning and delivering hundreds of services:

1. City Services
2. Corporate Services
3. Families, Children and Learning
4. Housing Care and Wellbeing

The Corporate Leadership Team, including the Chief Executive, Corporate Directors for each directorate, Director of HR and Organisational development and Chief Finance Officer, meet weekly and work collaboratively with officers across the council to ensure good governance, performance management and strategy development. The [Corporate Leadership Plan](https://www.brighton-hove.gov.uk/council-and-democracy-draft/corporate-leadership-plan) details the actions being delivered across our directorates to meet our [Council Plan](https://www.brighton-hove.gov.uk/brighton-hove-city-council-plan-2023-2027) priorities.

The council is currently undergoing an organisational redesign with the aim to align the structure with our overarching mission to create ‘a better Brighton & Hove for all’ and deliver the £2.4m of savings agreed at Full Council in February 2024. The first phase of the redesign was completed in April 2024, and staff are currently being consulted on phase 2. The new structure will be launched in January 2025.

**Leadership network**

In this role you will be an active member of the council’s Leadership Network. The Network consists of the top 100+ senior managers in the council, including the Chief Executive, directors, assistant directors and heads of service.

This council-wide network contributes to the development of organisational strategies that support the council’s overall strategic vision and corporate priorities, collaborates on cross-cutting work, strengthens leadership capability and capacity, and provides support and challenge to each other.

**City Services directorate**

The City Services **vision** is for the city to be a vibrant place where people want to live, visit and do business, and where the natural environment and unique character of Brighton & Hove is protected and improved.

Our **mission** is to support sustainable economic growth and deliver reliable services that make the city an attractive, connected, well-run place for our diverse communities, businesses, and visitors.

The directorate structure:

**Key metrics for the City Environment service:**

* 5 million refuse collections and 2.5 million recycling collections each year.
* Providing power to fuel 25,000 homes a year from incineration of waste.
* Management and maintenance of more than 460 council vehicles, ranging from mopeds, minibuses, tractors, vans and cars, and including 59 electric cars and vans, 15 hybrid cars and 11 HGVs.
* Maintaining and cleaning 700 miles of pavement.
* Maintaining 34 public toilet sites and delivering a £4.5m refurbishment programme.
* Issuing around 4,000 fixed penalty notices each year for environmental offences

**Recruitment process and indicative timetable**

This guidance contains important information to help with your application:

* Please apply by submitting a CV and answering the shortlisting questions; ensure that you consider the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role when answering.
* Please ensure your full employment history is outlined in your CV; and that where there are essential criteria, competencies and/or qualifications you make clear how you meet these. We may wish to verify this information during the recruitment process.
* Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
* Following shortlisting, you will be contacted directly to update you on the status of your application.

The following timetable sets out the key dates in the recruitment process:

|  |  |
| --- | --- |
| **Date** | **Activity** |
| 10 November 2024 | Closing date |
| w/c 2 December 2024 | Interviews, including a diverse selection and stakeholder panels |
| By 13 December 2024 | Formal offer made to preferred candidate |

Dates are still being finalised and may change. Prospective candidates will be kept updated through the recruitment process.

For further information or discussion about the role, please contact Alan Hollingmode (Alan.Hollingmode@brighton-hove.gov.uk) to arrange a call with the hiring manager.