# Shortlisting questions for Head of Fleet Management

## Guidance for applicants

As part of your application, you will need to provide answers to some shortlisting questions.

Do not send this document as a separate attachment. You will answer these questions on the online application system.

Your answers to the shortlisting questions are the most important part of your application. They will be used in the shortlisting process to assess whether:

* you meet the essential requirements for the role set out in the person specification
* you should be offered an interview.

Before you start your application, please read our guidance on [CV guidance](https://www.brighton-hove.gov.uk/jobs/open-vacancies-and-how-apply-brighton-hove-city-council/supporting-your-job-application/cv-guidance) and [on answering shortlisting questions](https://www.brighton-hove.gov.uk/jobs/council-jobs/shortlisting-questions-guidance). These give important advice which will increase your chance of success in the shortlisting process.

These are the questions you will be asked in the online application for this role. Do not answer them on this document. Instead, add your answers in the boxes that will appear as you go through the online application process.

1. Please give an example that shows how you have ensured compliance with regulation and policies related to fleet management.

2. Implementing a long-term vehicle and plant replacement and procurement strategy is a key aspect of this role. Please provide one example of when you have successfully negotiated a contract to achieve value for money and improve service outcomes.

3. Strong communication and interpersonal skills are required in this role in order to influence others, manage your team and build effective relationships. Please give an example that demonstrates how you ensure your communication style is inclusive and accessible to people from diverse backgrounds.

4. Please provide an example of where you’ve shaped then delivered a major change to improve service performance.

5. Describe a strategy you have used before to reduce fleet operational costs.