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| **Job Family Profile** | **Leadership – Role A / Tier 4 JIN 4292** |
| **Job Title** | **Head of Fleet Management** |
| **Reports to** | **Assistant Director City Environmental Management** |
| **Job Family Description** | |
| Shaping services to achieve priorities through leadership of people and management of resources. Setting or influencing the future direction of the wider organisation. Role modelling corporate values and behaviours. | |
| **Work Level Attributes** | |
| * Operational managers coordinating work, systems and processes of multiple teams to deliver services. Targets are measurable. Adapts priorities / juggles competing requirements to achieve results. * Making change happen at this level entails the continuous improvement of existing resources, services and systems. Responsible for development and empowerment of subordinates. * Works collaboratively with peers across group disciplines/functions to improve performance or service delivery. * Leads on response to changes imposed by the external world (e.g. a legislative change). May collaborate with peers outside of the organisation. * Accountable for delivering against annual plans with major contribution to plans for subsequent years. Acts as lynchpin between overall strategic direction and practical deployment of resources to achieve agreed outcomes. | |
| **Key Responsibilities** | |
| * Be accountable for operational delivery of high quality customer-focussed services working with service users, partners and stakeholders * Be fully accountable for the development and management of devolved operational and capital budgets for the area managed, including developing and agreeing business plans, and contribute to development of strategy for the whole service * Lead service transformation, motivating, developing and managing staff through change * Develop and maintain effective collaborative working relationships with key strategic partners including Members, government agencies, suppliers, third sector and council departments * Lead the Service in developing best practice, setting objectives and performance measures * Be accountable for compliance with statutory duties, internal and external audit requirements and service standards | |

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| **Role Specific Accountabilities** |
| * Lead the strategic development and continuously improve the service provided by Fleet Services, developing appropriate team plans and systems of work to achieve performance targets, and ensure that the service is highly regarded by stakeholders and efficiently and effectively delivered. * To lead on the implementation the council’s Fleet Strategy ensuring that it delivered on time and updates are reported to members and senior officers annually. * Assume overall responsibility for council Fleet and ensure compliance with all road transport legislation and industry best practice, developing, reviewing and implementing policy, processes and procedures. * To be the Lead Transport Manager for the council directing and advising other transport managers across the local authority, and being the point of contact for the Traffic Commissioner and DVSA * To lead a virtual network of service fleet lead officers. ensuring regulatory compliance and upholding the corporate driving standard is upheld across the council. * To lead on the councils’ driving standard’ ensuring good practice is embedded across the organisation. To develop and implement a council wide approach to accident reduction. * To constantly research new technologies relating to vehicle and driver behaviour to develop low emission vehicle strategies to reduce carbon emissions and improve air quality within the City. * Develop and implement a long term Council wide Vehicle and Plant Replacement Strategy and Procurement Policy. To lead on the procurement of vehicles and plant to achieve best value for money from the Department’s Capital budget and manage the procurement and disposal processes in line with Financial Regulations. * To be accountable for the development and delivery of a commercial strategy by identifying opportunities, assessing viability, market testing and financial modelling to identify income streams for the Council’s vehicle and plant workshops. * To lead and manage the council’s fleet workshop, promoting excellent performance and promoting a culture of highly effective health and safety risk control and hold responsibility for maintaining and monitoring effective health and safety systems. * Responsible for the operational management and Health & Safety of Hollingdean Depot taking action to ensure compliance with all relevant legislation and regulations. * To be the main point of contact for the Environment Agency in relation to waste permitted areas owned and managed by the council. To oversee the work of WAMITAB Technically Competent officer or as a qualified WAMITAB professional perform the duties of the Technically Competent Officer * Manage income and expenditure budgets to ensure agreed saving and income targets are achieved. * To work in partnership and build effective working relationships with all relevant internal and external stakeholders including building effective working relationships with Union representatives. * To assess, develop and implement opportunities for the Fleet section to deliver services more cost effectively. * Lead on the procurement, management and monitoring of contracts for the Fleet section cross Council for example fuel cards, telematics. * In conjunction with end users, prepare technical specifications for vehicle and plant replacements and advise end users on the effective utilisation of vehicles and plant, changes in its construction, use and type and provide advice on transport legislation or proposals that may affect the user’s operations. * Provide advice, support and assistance to the key stakeholders including leads on initiatives such as clean air and emissions reduction and vehicle sustainability in relation to Fleet Management. * To actively support Council front-line services so as to ensure that the Fleet Section makes a positive contribution to the efficient delivery of core services. * Provide input into the wider management as a key member of the Senior Management Team. |

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| **Key Personal Attributes** |
| * Experience of leading and managing multidisciplinary teams, enabling others, dealing with problems and developing people - including setting objectives and managing performance. * Ability to make change happen and implement transformation programmes and keep staff motivated through the change * Experience of contract management and commissioning of services or demonstrable equivalent knowledge * Demonstrable knowledge of the issues facing local authorities and statutory and regulatory frameworks, policies and procedures relating to the area managed * Experience of managing large and complex budgets |

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| **Role Specific Attributes** |
| **Knowledge**   * To be qualified with a Certificate of Professional Competence (CPC) in Road Haulage Operations * To have in-depth knowledge of Fleet Management principles and systems. * Knowledge of new trends and innovations in fleet management, vehicles and plant. * Full understanding of key legislation relating to Fleet Management and that of driving, cars, light commercial vehicles, heavy goods vehicles and plant. * Qualified as Level 4 as WAMITAB Technically Competent Officer or in-depth knowledge enabling supervision of the TCO. * Demonstrable, in depth knowledge of legislation relating to Health and Safety. * Knowledge of contract design and management of contract issues. * Full understanding of the Operator’s Licence requirements * In depth knowledge of procurement, tendering and contract management * Knowledge of Construction Design Management regulations 2015 * Knowledge of Environmental and Waste Management Legislation and permitting   **Experience**   * Significant experience in a senior management role within the transport or engineering plant industry * Experience of preparing papers, reports, strategies and business plans * Experience of managing multi-disciplined vehicle/plant teams and of building, developing and maintaining team performance * Significant experience of working in a Unionised environment * Commercial experience within Fleet Management * Experience of setting up and managing health and safety systems of work |

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| **General Accountabilities** |

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| * Uphold and promote the aims of the Council’s Equality and Diversity policies to ensure non-discriminatory practices in all aspects of work. Ensure that equality and diversity are embedded in the way the directorate is led, managed and its services are delivered. * To be accountable for safeguarding and effective exploitation of all data and information systems within the area(s) managed in line with corporate risk management protocols, and in collaboration with services across the organisation. * To ensure that all operations are conducted in accordance with the council’s Health & Safety policy and all relevant legislation, demonstrating leadership and commitment to continuous improvement in health & safety performance. * Uphold the Nolan Principles, which are the basis of the ethical standards expected of public office holders. |