

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Fleet and Waste Strategy	POSTHOLDER	
SECTION	Fleet Management	GRADE	PO7
POST DESIGNATION (TITLE)	Deputy Head of Fleet Management		

Purpose of Job:

To be responsible to the Head of Fleet and Waste Strategy for:

- i) Leading on fleet management compliance, health and safety, procurement, projects, policy and strategy;
- ii) Maintaining and improving operational processes to achieve robust and best practice Operator Licence compliance;
- iii) To manage the Council's corporate vehicle fleet to provide effective and efficient usage for a wide array of service areas;
- iv) Managing and continually improving the vehicle and plant fleet maintenance Service Level Agreement or contract;
- v) Deputising for the Head of Service on fleet management matters.

Manages up to 10 directly managed staff.

Manages up to 10 indirectly managed consultancy/contracting staff.

Exercise control over up to 500 vehicles and 800 drivers.

Main Duties:

- 1) To be a named Transport Manager on the Council's Goods Vehicle Operator's Licence and be personally accountable to the Traffic Commissioner for the full range of fleet management processes that ensure compliance with the undertakings, including having the ability to prevent vehicles from being driven or a member of staff from driving any fleet vehicle where legal or safety concerns are held.
- 2) To develop, provide direction, actively participate and oversee a fleet management programme for driver, vehicle and records compliance, including carrying out regular inspections as required and minimise fleet-related risks to the organisation.
- 3) To develop and produce the Council's corporate fleet management strategy, policies and procedures to achieve national, regional and corporate objectives, and industry best practice standards.

- 4) To be responsible for the effective management of the Council's Vehicle Replacement Programme and make strategic decisions on the resulting vehicle fleet.
- 5) To simultaneously procure large volumes of vehicles, plant and ancillary equipment, ensuring that technical specifications are jointly developed with service managers to suit service needs and balancing this with wider financial, safety and environmental priorities.
- 6) Under the direction of the Head of Fleet and Waste Strategy, to lead on the development and successful delivery of a range of high profile projects.
- 7) To maintain a supplier and peer network to provide advice and benchmark services for service and senior management. To attend and input at local, regional and national events, conferences, seminars, working parties etc as may be required to reflect the Council's interests.
- 8) To procure or develop and maintain a range of in-house and external systems to actively monitor performance with respect to service level agreements/contracts, drivers, vehicle and environmental impact.
- 9) To manage and continually improve the Council's maintenance Service Level Agreement or contract to achieve high levels of performance that meets the Council's needs and the Operator's Licence undertakings, including having a regular programme of meetings to review performance and resolve issues with the contractor and internal departments.
- 10) To assist in monitoring the monthly invoices for the Council's Fleet as supplied by GS Plus (or any other Fleet Maintenance provider appointed by the Council). Ensure that these comply with the approved SLA or contract.
- 11) Undertake research into the implications of legislative change affecting current and future Transport requirements and provide the Head of Fleet & Waste Strategy with options from which to develop the Council's on-going approach, including identifying any budgetary issues.
- 12) To ensure the provision, provide direction and quality-assure a fleet management training programme to raise driving standards across the Council and corrective action where issues are identified.
- 13) To lead and motivate their staff, generating an inclusive, open and mutually trusting environment where people feel valued and moved to ensuring the Council's services are delivered as effectively as possible.
- 14) To manipulate large datasets and provide analysis in the form of reports, memos, briefing notes and dashboards that monitor and evaluate the effectiveness of existing policies and provide recommendations for change. To manage the implementation of agreed changes.

- 15) To have responsibility for the development and implementation of robust operating procedures to achieve accreditation of the Fleet Operators Recognition Scheme (FORS) and any other accreditation or quality management standards that the Council seeks to achieve.
- 16) Prepare bids in response to grant funding opportunities and support the project management of resulting programmes/initiatives as required.
- 17) Ensure that all FOI's, complaints and enquiries are responded to in accordance with Council procedures and timescales, bringing to the attention of the Senior Management Team, any specific or sensitive issues that may affect services or the overall performance of the Department.
- 18) To undertake any other work appropriate to the level and general nature of the post's duties.
- 19) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 20) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 21) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 22) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
- 23) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 24) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.).
- 25) To undertake supervision/management of staff as and when required.
- 26) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to:

HEAD OF FLEET & WASTE STRATEGY