

Job Description *Fleet Asset Manager*

Service:	Public and Integrated Transport	Team:	Fleet Services
Location:	Bamber Bridge		
Salary range:	£43,421 to £48,474	Grade: 10	Post Number: V0F300500013
Reports to:	Fleet Services Manager	Staff responsible for:	6

Job Purpose

Leading a team responsible for the management of the county council's fleet of vehicles and plant.

- Responsible for a team that specifies, commissions, and manages the authority's vehicles and plant, and the hire management of highways vehicles and plant, to meet the operational requirements of the council's internal service users, ensuring quality and compliance.
- Ensuring the policies and aims of the authority are met.
- The position will require a good knowledge of fleet maintenance and management and the requirements of providing a varied operating fleet, including managing service level agreements and capital budgets.
- A good knowledge statutory and regulatory requirements in relation to Fleet Management will be essential.
- Managing the fleet to ensure efficient deployment and use.
- Developing and managing Service Level Agreements.
- Ensuring fleet and hire vehicles remain compliant with Operator Licence, insurance, and registration requirements.
- Efficient management of the fleet ensuring whole life costs and on-going maintenance and other costs are properly accounted for in decision making.
- Writing concise and articulate reports.

Accountabilities/Responsibilities

- Financial Management of the Fleet Asset Management function and activities
- Developing and managing relationships, agreements and contracts with internal and external clients, partners and suppliers.
- Ensuring staff, suppliers and partners have the capabilities and capacities to meet the future requirements of the Authority and to facilitate the introduction of new technologies, fuels, and emission/efficiency regulations in vehicles and plant.
- Staff development.
- Exploring and developing partnership working.
- Deputising for Fleet Services Manager and covering for Fleet Engineering Manager as required.

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers, and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners, and customers to help achieve the best outcomes for everyone.

Person Specification ***Fleet Asset Manager***

All the following requirements are essential unless otherwise indicated as desirable (D)

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
<ul style="list-style-type: none"> • Appropriate engineering qualification minimum Level 3 • Management or Supervisory Qualification minimum Level 3 • Level 4 or above management qualification (D) • Membership of the Institute of Road Transport Engineers or equivalent (D) • Commercial or PSV Transport Manager CPC (D)
Experience
<ul style="list-style-type: none"> • Appropriate management experience • Sound technical appreciation of vehicle/plant maintenance/repair (D) • Experience in managing fleet, work programming and supervising staff • Technical understanding of specialist fleet including commercials/heavy plant/fire appliance • Experience in fleet specification and design parameters • Management of specialist fleets including commercials and heavy plant • Financial and Budgetary management • Dealing with staff and senior/executive managers and directors • Dealing with suppliers and internal and external customers and stakeholders
Essential knowledge, skills & abilities
<ul style="list-style-type: none"> • Knowledge and professional experience of fleet management or maintenance 6-8 years post qualification or equivalent • Vehicle contract management and leasing • Understanding of motor vehicle and plant engineering, including upcoming technologies • Comprehensive understanding of construction and use and whole vehicle type approval processes • Comprehensive understanding of how health and safety impacts on a Fleet Operations, and the legislation and operational requirements • Understanding of operational requirements of a local authority and service requirements • Understanding of the statutory requirements of local government • Understanding of the governance of local authority operations, including political and procurement processes and regulations. • Ability to build relationships and influence • Comprehensive understanding of the requirements of Operator Licence, DVSA, DVLA and Traffic Commissioner roles and regulations as they relate to vehicle maintenance, • Understanding of HR procedures • Class C, C+E or class D vocational licence (D)

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Undertake CPD and maintain appropriate records in accordance with UK Engineering Council CPD Policy
- Display the LCC values and behaviours at all times and actively promote them in others.
- Current Driving Licence class B (manual)
- This is an essential car user post
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive or to only drive an automatic car