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| **Police Staff** **Fleet Manager** **Strategic Asset Management** **Role Definition:WS004 / 20074** |

**ROLE DEFINITION**

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| Dept / Area Command: | Strategic Asset Management | http://domcms/icons/ecblank.gif | Section: | Fleet |
| Post Title: | Fleet Manager | http://domcms/icons/ecblank.gif | Post Reference: | WS004 / 20074 |
| Post Grade: | Grade K | http://domcms/icons/ecblank.gif | Location: | Killingworth |
| Car User Status: | Casual | http://domcms/icons/ecblank.gif | Telephone Allowance: | No |
| Shift Allowance: | No | http://domcms/icons/ecblank.gif | Standby Allowance: | No |
| Weekend Enhancement: | No | http://domcms/icons/ecblank.gif | Contractual Overtime: | No |
| Line Manager: | Head of Finance | | | |
| Staff Responsibilities: | Allocated staff and trainees | | | |
| Purpose: | Manage the strategic asset of vehicle fleet through the development and maintenance of a Fleet Management Strategy for the Force, in order to ensure a cost effective and efficient fleet is provided which supports the core activities of the Force. | | | |

**Key Responsibilities:-**

* 1. **Develop and maintain a Fleet Management Strategy for the Force, assessing the performance, cost and suitability of vehicles and planning for future requirements, in order to ensure the fleet meets the needs of the Force.**
  2. **Manage the section's activities, including planning and prioritising workload and identifying aims, objectives and performance indicators, in order to ensure the provision and maintenance of an effective fleet service for the Force.**
  3. **Manage and be responsible for recruitment, appraisal, development and discipline to ensure that staff have the knowledge, skills and experience to achieve required standards and performance.**
  4. **Manage regional / national collaboration initiatives and ensure full participation by Northumbria Police in NAPFM, NPIA and ACPO vehicle standardisation and benchmarking activity.**
  5. **Maintain effective relationships with suppliers, negotiating where necessary, in order to ensure the Force receives value for money services and an effective vehicle fleet is maintained.**
  6. **Provide professional advice, including responses and reports where necessary, to senior managers and Chief Officers on fleet management issues, in order to support Force objectives.**
  7. **Develop and maintain a network of contacts, attending seminars and conferences where appropriate, to ensure that the Force is kept up to date with developments in the field.**
  8. **Prepare budgets, in consultation with senior managers and the Director of Finance and Resources, to ensure that funding and resources align with planned commitments.**
  9. **Ensure the workshops are maintained to a high standard, in order to comply with health and safety legislation and provide an effective working environment.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**