

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Fleet Manager	Leadership level:	
JRN:	20074	Job family:	
Band:	12	Location:	Location based
Allowances:	As per contract	Politically restricted:	No
Department:	Fleet	Vetting level:	MV
Reporting to:	Head of Business Services	Date published:	December 2023
Posts responsible for:	Allocated Staff		

Part A – Job Description

Overall purpose of the role:

Develop and lead the strategic direction of fleet management.
Responsible for the management of the teams within Fleet Department, being accountable for planning and delivery of business plan activities and performance targets.
Provide professional advice to senior leaders on all fleet matters, ensuring that sufficient and appropriate vehicles are available to operational users.

Key responsibilities of the role:

1	Professional lead for the provision of strategic fleet advice and guidance to the Chief Constable (CC), force Executive, budget holders and senior stakeholders within the organisation and also to Senior Management of NEROCU.
2	Accountable for the development and delivery of Business Plans / Priority Based Budgeting, Force Management Statements, setting out the key objectives and activities for Fleet Department, including performance targets and providing regular reports to Executive Team on progress of delivery.
3	Develop and maintain a Fleet Strategy, assessing the performance, cost and suitability of vehicles, including the move to a multi-fuel Fleet consistent with meeting all national energy targets.
4	Lead on Fleet contractor management, working with Procurement to ensure systems and processes are in place to manage the performance of key strategic contracts and identify potential saving opportunities.
5	Represent the Force on regional/national Fleet Committees and Projects, engaging directly with relevant framework partners such as Bluelight Commercial and Crown Commercial Services where necessary, regarding the purchase of vehicles. Participate in NAPFM and NPCC vehicle standardisation; ensuring vehicles remain fit for purpose within Northumbria, and also national benchmarking activity.
6	Working with the Head of Estates, jointly lead on developing and maintaining the Force Environmental Strategy, ensuring that the Force contributes to UK government policy objectives.
7	Manage allocated budgets, in accordance with agreed policies and regulations.
8	Attend and actively participate in Strategic Senior Leaders meetings and Project Boards as appropriate.

Role Profile and Person Specification

9	Accountable for maintaining a business continuity plan and local risk register for the functions ensuring that all risks are identified, monitored and mitigated where possible, with specific reference to Health and Safety within the Workshop.
10	Accountable for the implementation and delivery of a local wellbeing plan ensuring the culture of wellbeing of staff supports the overall strategic wellbeing objective of the Force of creating a culture where staff wellbeing is at the heart of everything the Force does.
Part B – Scope of contacts	
Internal / External relationships:	
Internal: Executive Team, Senior Leaders & Senior Business users External: Heads of Procurement in other Forces, regional Fleet Management leads, NERSOU senior management, Vehicle manufacturers, Suppliers and Contractors.	

Part C – Competencies and Values
Northumbria competencies and values framework (NCVF)

Part D – Continuous Professional Development (CPD) role 6 months	
First 6 months	
1	
2	
3	
4	
12 months and beyond	
5	
6	
7	
8	

Role Profile and Person Specification

Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Member of the Institute of Car Fleet Management certificate & diploma level (equal to an academic degree)</p> <p>Member of Membership Institute of Motor Industry (MIMI)</p> <p>CAE Certified Automotive Engineer.</p> <p>Post qualification fleet management experience.</p> <p>Comprehensive knowledge of statutory requirements relating to the operation of a large mixed vehicle fleet.</p> <p>Experience of carrying out a senior supervisory role in other fleet environments.</p>	IOSH qualification re Health & Safety	Application & interview
Planning and organising	Competency of planning and prioritising, covering:- fleet strategy, critical activities, delegation, achieving deadlines, multitasking	Experience of preparing and executing business plans	Interview
Problem solving and initiative	Proven track record of addressing and resolving complex problems		Interview
Management and teamwork	Proven ability to manage, develop and motivate teams and individual staff	Management qualification	Interview
Communicating and influencing	Proven level of literacy skills in preparing detailed reports and the ability to communicate clearly,		Application, interview, CPD

Role Profile and Person Specification

	<p>including presenting to senior stakeholders. Ability to negotiate with major suppliers for high level strategic issues when needed.</p> <p>Excellent interpersonal skills and ability to influence senior stakeholders at a regional and national level on strategic matters</p>		
Other skills and behaviours			