

JOB PROFILE

POST TITLE:	Fleet Manager
GRADE:	I
DIRECTORATE:	Enabling Services
RESPONSIBLE TO:	Head of Business Operations
RESPONSIBLE FOR:	Fleet Administration
LOCATION:	Leek Wootton
JOB PURPOSE:	<p>To ensure that all transport needs of Warwickshire Police are identified and met through the procurement, servicing, repair and maintenance of force vehicles, ensuring the force is compliant with legislation and its duty of care.</p> <p>Working as part of the Business Operations function, design and implement the structure, processes and resources for the Fleet function as part of a standalone service for Warwickshire Police or in collaboration with other partners.</p>

MAIN RESPONSIBILITIES:

1. As the subject matter expert, provide technical advice, guidance and recommendations to stakeholders and senior management on all matters relating to Fleet provision and services.
2. Ensure that fleet resources are available to support policing objectives in line with policy, financial regulations, legislation and health & safety regulations, contributing towards managing road risk.
3. Produce and implement the annual fleet replacement programme, from identification of requirements through to commissioning and quality assurance of vehicles, ensuring continual development and renewal of fleet assets to deliver a high level of service to protect the communities of Warwickshire from harm within allocated budget.
4. Lead and manage staff within the Fleet department to maximise individual and team contribution to the delivery of force priorities.

5. Assist in negotiation of contracts and provide ongoing robust contract management for external service providers to deliver commissioning, repair, maintenance and disposal of fleet assets on time and within budget.	
6. Undertake approval for expenditure within delegated limits for the department ensuring the management and control of the department's expenditure within agreed budgets and financial management arrangements, identifying and exploiting opportunities for achieving cost efficiencies in the provision of Fleet services.	
7. Fulfil the role of Information Asset Owner (IAO) for all information processing systems managed within the business area in accordance with the Information Assurance Policy and IAO Handbook.	
8. Ensure the accurate and timely production and publication of all necessary reports and information relating to Fleet services, in support of governance arrangements and corporate and tactical decision making.	
9. Ensure that effective working relationships are maintained with other departments, functional managers and stakeholders so as to understand their needs of the Fleet function, and to ensure they are fully informed of its objectives and achievements.	
10. Maintain awareness and knowledge of latest practices and legislation, ensuring that an environment of continuous improvement and innovation exists and that emerging best practice and initiatives developed within and outside the police service are exploited.	
11. Represent professionally and promote the reputation of Warwickshire Police and the Business Operations department at meetings and groups, both internally and externally. Lead negotiation and consultation on matters relevant to allocated portfolio on behalf of Warwickshire Police.	
12. Develop and maintain Business Continuity Plans for the allocated portfolio.	
13. Ensure integrity, fairness and consideration of the needs of others is incorporated into the daily duties and relationships with colleagues and the conduct and service delivery of allocated portfolio.	
14. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.	
Special Conditions:	This post has been designated as 'Politically Sensitive' under the Local Government and Housing Act 1989 (as amended).
Security level:	MV

PERSON SPECIFICATION

Knowledge:

- Registered member of the Institute of the Motor Industry or equivalent transport related professional body
- Educated to degree level in relevant subject area

Experience:

- Substantial experience of leading all Transport arrangements in a large complex multi-faceted organisation with use of fleet being a key element of service delivery
- Experience of commercial engagement with suppliers and contracted service providers
- Experience of successful enabling of organisational change through development and delivery of transport strategy
- Experience of managing transport annual revenue and capital budgets at the organisational level and of vehicle whole life costing
- Experience of development and delivery of transport services organisational change to improve user service experience
- A track record of developing strong working relationships with a wide number of stakeholders – internal and external, e.g. property users, reporting bodies, senior executives, professional advisers, Trade Unions, users, etc
- Successful management of programmes and projects including capital and revenue budgets
- Experience of target setting and evaluation for performance improvement

Key Skills:

- A high level of customer/user engagement and service delivery skills
- Ability to think and contribute strategically at an executive level whilst maintaining a strong focus on transport related operational activity and engagement
- Excellent and effective interpersonal skills
- A high level of communication and influencing skills
- A sound facilitating style and proven ability to understand key levers in different business models, managing staff and key stakeholders and the flexibility to adjust the approach and style
- Ability to operate calmly and professionally under pressure
- Ability to be persuasive, yet sensitive and tactful. To resolve conflict wisely and authoritatively
- Ability to provide senior leadership on change management
- Ability to inspire, enthuse, to keep people focused in spite of setback/difficulty

BEHAVIOURS: SUPERVISOR/MANAGER

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency are three levels that show what behaviours will look like in practice.

This role requires the post holder to be operating at or working towards Level **2** of the CVF.

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