

Job Title: Fleet & Workshops Support Administrator	Role Profile Number: SBC_10230
Grade/Salary:	Date Prepared: January 2024
Directorate/Group: Operations/Fleet	Reporting to: Compliance & Fleet Manager - Waterside
Structure – Operations-Fleet	No

Job Purpose

To provide a front office solution to the Fleet/Transport Team - supporting a fast paced, high volume reactive service area in relation to:

- Daily inputting of data into the Council's Fleet Management System
- Provide administrative support function to the operating of Fleet and the staff within
- Ordering of vehicle and plant parts for the internal Fleet stores and maintenance stock levels.
- Generate relevant Management Information (MI) reports
- Supervise the management of the Tool & equipment assets and liaise with the third-party contractors

Key Accountabilities

- To be a point of contact for all queries into the Fleet operation on a daily basis between all sections of fleet and the users of the vehicles concerned
- To answer routine phone calls and face to face enquiries, dealing with messages
- To supervise fleet parts stocks levels and ensures the fleet stores is running efficiently
- Updating the Fleetmaster system including producing and completing of job cards
- Inputting accurate data into the Fleetmaster system with the vehicle inventory of all Fleet vehicles
- Producing reports from Fleetmaster, and other systems as required
- To be a point of contact with all departments regarding the collection of vehicles
- To collate end of day procedures/handover notes for the morning supervisor the following day
- To process invoices, deal with queries from suppliers, clients and process all relevant documentation as required
- Have good problem-solving skills to enable resolution before escalation to Fleet and Workshop Manager
- Work closely with Accounts Payable to make sure that invoices are processed and passed in a timely manner as required

- Support the ordering of the hire car process from internal customers
- To provide information and help to support Transport Operations including the issue of fuel tags and logging on to and the correct use of the fuel system
- Ensure relevant regulations regarding data documentation and electronic records are recorded and adhered to
- Must be fluent in the English language (as a requirement of Part 7 of the Immigration Act – for the effective performance of a customer-facing role)

Supplementary Accountabilities

- To carry out any other duties, that may be required within the grading of the post, making use of any specialist qualifications.
- In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

Knowledge & Experience

- Demonstrable experience of using key MS Office products eg: Word, Excel and Outlook
- Demonstrable experience of using specialist ICT systems for managing information
- Demonstrable experience of working with minimum supervision of a wide range of procedures and processes

Qualifications

- Educated to G.C.S.E Level in English and Maths desirable, but not essential.
- UK Driving Licence

Decision Making

- Ability to prioritise own work load to ensure all tasks are completed within given timeframes
- Ability to make basic day to day decisions on administrative process

Contacts and Relationships

- Direct reporting to the Compliance and Fleet Operations Manager
- Foster strong communications and relationships with Service Area Managers
- Develop relationships with third party companies and suppliers

Other Key Features of the role

This role is based at the Council depot at Waterside Park, Cheney Manor, Swindon – it is office based but it is located within a busy operational environment. Full training will be given

Data Protection: In accordance with the provisions of the General Data Protection Regulations 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council’s written procedures.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	