



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Principal Fleet Services Manager	<b>Role Profile Number:</b> SBC_12244
<b>Grade:</b> CFL L11	<b>Date Prepared:</b> Sept 2024
<b>Directorate/Group:</b> Operations - Inclusive Economy and Sustainability	<b>Reporting to:</b> Head of Environment and Waste Services
<b>Structure Chart attached:</b>	No

### Job Purpose

As the lead signatory on the Council's Vehicle Operators Licence, this role is responsible for all vehicle, plant and equipment maintenance and to ensure the Authority's fleet is effectively maintained, roadworthy and fully compliant with current legislation and to ensure that all fleet users are compliant with currently legislation and regulations at all times. It is also responsible for Fleet compliance across operational services and the Waterside depot including national drivers' hours regulations.

### Key Accountabilities

- To co-ordinate and manage operational resources for all aspects of the service ensuring they are delivered to high standards.
- Ensure effective day to day management of services. This includes ensuring that Quality Standards, Service Level Agreements and Performance Indicators are met and a programme of random inspections and risk management audits is completed.
- Effectively manage and control service budgets, staff, materials, vehicles, equipment and other relevant resources that may be allocated.
- Act as the senior point of contact with external, statutory authorities regarding the regulation and compliance of vehicles across the council, including the Traffic Commissioner, the Police and the Health and Safety Executive.

- Act as the legally accountable officer under the Road Traffic Act 1988 for the council's compliance with its Operator's Licence, and named lead licence holder for the authority.
- Responsibility for the Council's vehicle and plant fleet with an asset value of circa £13.5 million.
- Responsibility for the Council's small tool & equipment assets circa £1 million.
- Management of an annual revenue budget of circa £3.2 million.
- Design and implement the vehicle Capital Replacement Programme to ensure the Council has a robust modern environmentally friendly fleet.
- To manage the vehicle aspect of the Council decarbonisation project targeting net zero in 2030.
- To lead and develop a robust work force to enable staff to carry out their duties.
- Identify and implement service improvements to improve customer satisfaction and environmental outcomes.
- Ensure delivery of the service in accordance with the provisions of the Health & Safety at Work Act 1974 and the management of Health & Safety at Work Regulations 1999 and any other relevant legislation
- Ensure driving standards are maintained, and vehicles in the service area are operated within Council policies and statutory regulation.
- Responsible for compliance across operational services and the Waterside depot including drivers' national hours regulations.
- To provide evidence to the Police and Judiciary in respect of relevant issues and attending Court as a witness on behalf of the Council, as required
- To be the first point of contact with the Traffic Commissioner and the Police
- Deputise for the Head of Environment and Waste Service on matter of Fleet when required to do so.
- To work unsociable hours as required.
- To work in hazardous conditions which may exist at times.

## **Knowledge & Experience**

- Extensive knowledge of safety, driving, fleet compliance, environmental legislation and regulations and
- Knowledge of legislation including the legal undertakings of the Operator's Licence and Statutory Document No. 3.
- Extensive experience as a Transport/Fleet Manager of a wide range of vehicle types including Passenger Transport vehicles.
- Proven experience of workshop management
- Proven wide and varied experience of goods vehicle maintenance, inspection and procurement
- Have experience of the legal position of a Local Authority for dealing with abandoned vehicles.
- Experience and use of vehicle and equipment asset management databases (Fleetmaster is used by SBC) and web-based systems including DVLA, DVSA and MID.
- Experience of managing compliance across operational services and/or at least one of the functions listed above.

## **Qualifications**

Role holder must have:

- Transport Managers Certificate of Profession Competence in Road Haulage Operations (Transport Managers CPC)
- Degree level qualification in Leadership and Management or compensatory experience
- Relevant qualifications in at least one of the disciplines listed or compensatory experience

## **Decision Making**

- Shows creativity in using resources to deliver a cost effective service for the customer.
- Can make effective decisions quickly and is happy to act on own initiative in order to resolve problems.
- Has proven results, obtained through both teamwork and individual efforts.

- Plans teams and own workloads with requirements to meet varied and tight timescales
- Manages emergency situations affecting our own staff and assets

**Creativity and Innovation**

- Reviews ways of working and identifies opportunities to improve the work of the team.
- Identifies creative solutions to Council-Wide issues and takes action to address them.
- Can demonstrate an enthusiastic approach and constantly strives for improvements to performance and service.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• Operational staff and direct reports numbering approx.15 employees</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Prioritising tasks to deliver services within fleet operations and compliance</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>Yes</p> <p>Revenue budget: circa £3.2m</p> <p>Capital budget: Circa £13m</p> <p>Total value circa £14m Full council fleet of 316 vehicles. Tool and plant, equipment, stock, IT equipment and mobile working devices.</p>
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**Contacts and Relationships**

- Represent the council in communications with Driver and Vehicle Standards Agency (DVSA), the Department of
- Transport and the Police authority including meetings (inspections, investigations etc.), correspondence and reports and any subsequent actions which may ensue (e.g. court proceedings).
- Demonstrable abilities both as a manager and member who enjoys a good working relationship with colleagues at all levels.
- Possess highly developed interpersonal skills and is able to adapt approach to a wide variety of customers.

**Other Key Features of the role**

- To have regular meetings with service users to discuss performance against the legal undertakings of the Operator’s Licence and compliance within the functions listed
- Ability and authority to enforce compliance by suspending drivers and removing vehicles from service.
- Review procedures and processes and inform of changes in legislation as required.
- Give specialist and general advice to the Operations Leadership Team, Councillors and staff as required
- To be responsible for undertaking mandatory checks within the service in line with the most up to date legislation and regulations
- To be responsible for the implementation and management of any relevant third party contracts.

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	