

# Post Specification

## Post Specification - Key Information

- **Post Title:** Fleet Management Assistant
- **Date:** March 2025
- **Post Group Number:** 8054
- **Job Family:** Business Support
- **Job Family Role Profile:** BS8
- **Final Grade:** Grade 8

To be read in conjunction with the job family role profile.

## Service Area Description

This is a key post within the Fleet Services Team. The Service exists to lead the Council's fleet management and maintenance function actively contributing to safe and legal driver and vehicle operational activities and supporting the organisation's climate change aspirations.

## Purpose of this Post

- To support the establishment, coordination, management and delivery of specific Transport and Fleet Management projects.
- To assist in the monitoring and reporting on the Council's fuel spend, both bulk fuel and fuel cards.
- To assist with the Council's purchase and lease of vehicles for the county wide fleet. Also to assist with the disposal of vehicles, plant and equipment.
- To provide support to the Fleet Management Team.

## Key Job Specific Accountabilities

- To monitor the Council's fuel usage by inputting data into the Council's fuel management system, reporting issues and ensuring systems are working correctly. Monitoring the usage of fuel cards and providing reports on fuel usage for recharge purposes.
- Under the direction of the Business Partner – Fleet Management, support the delivery of projects within a programme of activity and within budget so as to contribute any efficiency savings allocated to transport resources.
- To manage the constant review of the fleet management system, ensuring accuracy and up to date information. Providing detailed reports for recharging and vehicle compliance on behalf of the Business Partner – Fleet Management.
- To support the vehicle procurement process ensuring procurement processes are followed and the Council receives the best value for money.
- To provide reports on all elements of fleet management on behalf of the Business Partner – Fleet Management including but not limited to pool cars, telematics and vehicle tax and insurance.

*Please note: Annual targets will be discussed during the appraisal process.*

## Key Facts and Figures of the Post

- **Budget Responsibilities:** None.
- **Staff Management Responsibilities:** None.
- **Other:** None.

## Essential Criteria

- **Qualifications:** NVQ Level 3, or equivalent experience or knowledge in the relevant work area.
- **Knowledge:** Fleet and Transport knowledge desirable.
- **Experience:** Experience of the Council's financial management systems. Experience in sourcing, analysing and quality assurance of complex data. Experience/qualification in working with Microsoft Excel spreadsheets. Experience of working across Directorates requiring excellent communication skills. Experience of working in a team environment that is diverse and has a Service Delivery Plan centred on change and new ways of working.
- **Expertise:** None

## Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

## Job Working Circumstances

- **Emotional Demands:** Minimal but some public confrontation.
- **Physical Demands:** Minimal
- **Working Conditions:** Office based, occasional outside survey work but PPE and shelter available.)
- **Other Factors:** The role is a hybrid role with a requirement to work in the office based in Skirsgill Depot in Penrith, for at least 3 days a week – during Monday to Friday.

## Other Factors:

- *Ability to travel throughout Westmorland and Furness and occasionally beyond.*
- *To model and display the corporate standards of behaviour.*