

# Post Specification

## Post Specification - Key Information

- **Post Title: Business Partner – Fleet Management**
- **Date: September 2023**
- **Post Group Number: PG8106**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS15**
- **Final Grade: Grade 15**

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 and programmes.
- To manage to the successful implementation of Fleet Services programmes with regard to the Management of Occupational Road Risk (MORR) activity including vehicle telematics and supporting an innovative and creative approach to delivery of Fleet Services.
- To monitor and provide advice to the Fleet Services Team managers on delivering and improving programmes in respect of the Team's service areas.
- To monitor and provide finance and work activity reports to service managers and external customers.
- To provide reports to Fleet Manager, Fleet Operations Manager and the Team's Business Partners covering the relevant activities including reimbursements, fuel costs, internal journals, vehicle lease/hires and recharges.
- To fulfil the Lead Support role for back-office functions including procurement and contract management plus associated work activities.
- To act as the key contact for the Team's interaction with enabling services including the Business Resources Team

## Key Job Specific Accountabilities

1. To provide monthly collated and itemised cost centre information to Fleet Services Team managers and budget holders including responding to financial related queries.
2. To provide solutions when dealing with queries and challenges from service users through to Assistant Directors, Service Managers and budget holders and evidencing the rationale for internal recharges levied. Using technical advice and persuasion to demonstrate objectives and respond to challenge.
3. Under the direction of the Fleet Manager, support the delivery of projects within a programme of activity and within budget so as to contribute any efficiency savings allocated to transport programmes.
4. To monitor the Fleet Services Team back-office systems and provide Fleet Services Team

management and team members with recommendations to make efficiency savings and improvements.

5. To manage the Council's Pool Cars Scheme including interface with customers and manage the supplier contract and monitor the agreed budget.
6. To manage the procurement process of all functions provided by the Fleet Services Team, including all authority vehicles, both hire and purchase, fuel cards, fuel management, ensuring all procurement and legal processes are followed, working closely with colleagues in relevant service areas.
7. To manage the authority's vehicle telematics ensuring the procedure is followed, providing reports when requested by the appropriate Manager, including an awareness of Information Governance and Data Protection requirements.
8. To manage the Council's Safe Driving Programme, working closely with colleagues and the Licence Bureau, including an awareness of Information Governance and Data Protection requirements.
9. To pro-actively contribute to the development and implementation of policies, procedures and initiatives for the Fleet Services Team and wider organisation working with a number of internal or external stakeholders.
10. Direct line management and supervision of up to 8 colleagues. Management of the work undertaken by the Business Resources Team ensuring they are fully trained, management of the workload working closely with the Business Resources Team Leader, ensuring this helps keep the Council compliant with its Operator's Licences.

### Key Facts and Figures of the Post

- **Budget Responsibilities:** Co-ordinating and supporting a series of inter-related projects or programmes of projects within an agreed programme with an annual value up to £5m.
- **Staff Management Responsibilities:** Direct line management of up to 8 staff.
- **Other:** None.

### Essential Criteria

- **Qualifications:** NVQ Level 5, or equivalent experience or knowledge in the relevant work area.
- **Knowledge:** Commitment to equal opportunities. Customer focussed approach and commitment to excellent customer service. Political awareness and sensitivity and the ability to communicate and influence effectively with elected members, partners, senior management and staff.
- **Experience:** Experience of fleet management, maintenance and telematics systems. Experience of 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. Experience of dealing with challenges from colleagues in the wider organisation with respect to fleet management activities.
- **Expertise:** Able to develop and maintain effective working relationships at all internal levels and externally with partners and stakeholders. Ability to lead and motivate teams in a variety of situations. Ability to work as a team player. Ability to work under pressure and achieve deadlines. Ability to travel throughout Westmorland and Furness and occasionally beyond including outside standard office hours. Ability to work on own initiative and to work as part of a team. Ability to work under pressure and to effectively manage competing priorities and

deadlines. Ability to analyse and interpret information, undertake research and make recommendations. Ability to use IT including spreadsheets to present and analyse information.

### Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

### Job Working Circumstances

- **Emotional Demands:** Minimal.
- **Physical Demands:** Minimal.
- **Working Conditions:** Agile working.

**Other Factors:** · Ability to travel throughout Westmorland and Furness and occasionally beyond. · To model and display the corporate standards of behaviour.