

# Post Specification

## Post Specification - Key Information

- **Post Title: Fleet Compliance and Training Officer**
- **Date: April 2025**
- **Post Group Number: 8542**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT10**
- **Final Grade: 10**

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

- Conduct fleet and driver compliance audits at various locations across Westmorland and Furness including some out of hours working where required.
- To deliver training with respect to driver and vehicle safety to internal and external customers.
- To take an active role in supporting the Fleet Compliance and Training Team Leader and the Business Partner – Fleet Compliance in the drive for transformation and associated change across the Service.
- Provide advice and training in respect of transport policies/procedures, transport compliance and workforce training.
- To facilitate training and briefings to diverse service areas across the Council area.

## Key Job Specific Accountabilities

- Undertake the delivery of the Council's fleet compliance function including driver and vehicle audits at various locations across Westmorland and Furness.
- Deliver the Council's fleet related training programme, at various locations across the Council area, with all relevant service areas, plus liaising with external providers where required.
- Make decisions independently based on current legislation, knowledge and experience of the service area.
- Report and explain complicated and sensitive data, relating to investigation and audit.
- Cover for the Fleet Compliance and Training Team Leader during periods of absence.
- Provide high quality reports for internal and external customers including reports for the Council's governance and decision-making processes.
- Liaise with the relevant colleagues to identify improvements with respect to the fleet compliance and training function including the adoption of digital solutions where possible.
- To identify improvements to the systems and procedures in respect of any fleet compliance and training functions, particularly the Council's Operators Licence Undertakings including the creation and delivery of any related briefings or training required.
- To actively monitor and report on compliance of the Council's Operators Licence and the Council's Health & Safety Procedure in relation to the Management of Occupational Road Risk to the Fleet Services Management Team.

*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:**

## **Essential Criteria**

### **Qualifications:**

- Level 4 qualification or equivalent experience or knowledge in a relevant work area.
- Hold a valid driving licence with LGV Category C entitlement for a minimum of 3 years and Driver Certificate of Professional Competence (DCPC).
- DVSA Approved Driving Instructor (desirable).
- Teaching qualification, AET, PTTLS etc (Desirable)
- Assessor Qualifications CAVA Level, A1 or equivalent (Desirable)
- Driver training qualification and/or experience in delivering a variety of training courses and methodologies.

### **Knowledge:**

- Operator's Licence legal requirements.
- Public sector vehicle types.
- Training and development methodologies.
- Office of the Traffic Commissioner legislation and the relevant Codes of Practice relevant to road transport management.
- Breadth and depth of knowledge of public, private and third sector organisations.
- Health, safety and risk legislation relating to fleet compliance.

### **Experience:**

- Experience of fleet compliance and training.
- Working with partners and external agencies.
- Experience of data analysis and working with management systems and information.
- Understanding of and experience in transport compliance with DVSA, Operator's Licence legislation.
- Evidence of continuing professional development.

### **Expertise:**

- Ability to work as a team player.
- Able to coach, assess and develop staff at all internal levels.
- 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.
- Customer focussed approach and commitment to excellent customer service.
- Commitment to equal opportunities.

## **Disclosure and Barring Service (DBS) Checks**

- This post does not require a DBS check.

## Job Working Circumstances

**Emotional Demands:** Normal

**Physical Demands:** Normal

**Working Conditions:** The post holder would work in an office environment and outside at various locations across Westmorland and Furness including some lone working and in a range of climates.

**Other JWC Factors:** N/A

## Other Factors:

- To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
- To take reasonable care for your own health and safety.
- Ability to travel throughout Westmorland and Furness and occasionally beyond.
- To model and display the corporate standards of behaviour.