

Post Specification

Post Specification - Key Information

- **Post Title: Fleet Management Officer**
- **Date: December 2024**
- **Post Group Number: 8454**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS9**
- **Final Grade: 9**

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

Service Area Description

Fleet Services Team, reporting directly to the Business Partner – Fleet Management.

Purpose of this Post

- To support the establishment, coordination, management and delivery of specific Fleet Services and Fleet Management projects.
- To monitor and report on the Council's fuel spend, both bulk fuel and fuel cards.
- To lead with the Council's purchase, lease and hire of vehicles for the county wide fleet. To assist with the disposal of vehicles, plant and equipment.
- To provide support to the Fleet Management Team, with acting up responsibilities.

Key Job Specific Accountabilities

1. 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.
2. 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 the fleet function.
3. 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.
4. Under the direction of the Business Partner – Fleet Management, to lead the vehicle procurement process, including all vehicle hire and lease requests, being the lead contact with suppliers and ensuring procurement processes are followed and the Council receives the best value for money.
5. To be the lead officer on all reporting of transport related subjects including pool cars, telematics, vehicle tax and insurance and Freedom of Information Act requests providing accurate up to date reports for members of the Fleet Services Management Team.
6. Take on 'acting up' responsibilities when the Business Partner – Fleet Management requires this.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None.
- **Staff Management Responsibilities:** No direct line management, acting up responsibilities when required.
- **Other:** None.

Essential Criteria

- **Qualifications:** NVQ Level 3 or equivalent experience or knowledge in the relevant work area.
- **Knowledge:** Knowledge of the Council's financial management systems.
- **Experience:** Experience of the Council's financial management systems. Experience in sourcing, analysing and quality assurance of complex data. Expertise 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:** Expertise / qualification in working with Microsoft Excel spreadsheets.

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:** Minimal.
- **Other Factors:** Not applicable.

Other Factors:

- Hybrid office-based role, having the ability to work from home up to 1 day per week. The office base will be Skirsgill Depot in Penrith.