Operations Manager (Fleet)

£33,106 - £40,619

Based at Montague Street Workshop

36.5 hours per week

You will offer experience of managing a fleet of vehicles in a waste management environment and hold a Certificate of Professional Competence in Road Haulage Transport Operations. As part of your role, you will be responsible for the management and marketing of the Driver Training Centre with the brief to provide a professional and commercially orientated service for City Council Departments and external customers.

You will take responsibility and lead Birmingham's CPC training programmes.

A clear communicator at all levels, you will be comfortable using a range of ICT software packages and demonstrate a sound understanding of Health and Safety standards specifically in a workshop environment.

Exciting opportunities for strong leaders who wish to make a difference on a high profile, frontline service. All jobs attract a pension scheme with a generous employer contribution; options to work part time; a staff discount scheme and subsidised travel passes.

Informal enquiries to Asha Kadara on 0121 303 4165.

Ref: EC0612016

Closing date: Friday 30 December 2016

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful.”
Place Directorate

Job Description

Post: Operations Manager (Fleet)  
Salary/Grade: GR5

Division: Waste Management  
Section: Garage, Driving School and Stores

1. **Job Purpose**

1.1 To provide a high quality comprehensive fleet management service for the Waste Management (WM) vehicle fleet and the wider Birmingham City Council (BCC) vehicle fleet where contracted to do so.

1.2 To be responsible for the management, marketing and promotion of the Driver Training Centre with the objective of providing a professional and commercially orientated service for the benefit of all City Council Departments and external customers and to manage the City’s Driver CPC training Programme.

1.3 To be responsible for auditing vehicle fuel usage to ensure that vehicles are being driven economically and that vehicle fuel usage and costs are driven down.

2. **Duties and Responsibilities**

2.0 To manage the team and to be accountable for performance to ensure that targets are met and work programmes are managed and controlled to achieve agreed objectives by effectively utilising employees, financial and other resources available.

2.1 To lead the forward planning, programming and direction of the functions within the team to facilitate and implement changes, to improve and develop services and to recommend, facilitate and implement change as appropriate.

2.2 To be accountable for the effective management of the team budget ensuring compliance with the Statutory Provisions, Financial Regulations and Standing Orders of the City Council.

2.3 To manage, motivate and develop employees to maintain a high level of satisfaction and achievement in delivering quality services.

2.4 To present reports and to represent the Division, Directorate and/or Local Authority at, Council Committees, Sub Committees, Ward Committees, professional events and other meetings and occasions.

2.5 To advise other officers, City Council Departments or other agencies of any new requirements resulting from legislation, statute or other directives in their ability to drive.
2.6 To promote and ensure compliance with all of the City Council’s Policies and Procedures, including Equal Opportunities, Health and Safety at Work, My Appraisals, Managing Performance, Disciplinary Procedures, Managing Attendance, BEST and Business Transformation.

2.7 To monitor vehicle fuel usage through the TRISCAN IT, Webfleet and CMS systems and other manual records to ensure that all vehicles are returning appropriate fuel usage figures and to take remedial action where necessary. To report monthly to the Service Manager – Garage, Driving School and Stores which can then reported to Senior Management Team (SMT).

2.8 To be responsible for maintaining the Fleet Management System and provision of performance, financial and management information/reports relating to the WM vehicle fleet, performance, costs, usage, fuel use, maintenance and demonstrating value for money.

2.9 To assist the ‘O’ Licence holder in their duties to ensure compliance with the required ‘O’ Licence provisions and to ensure that all vehicles and plant are provided in the most cost-effective way, including maintenance and on-costs and to maintain an asset register of fleet (including all owned and hire vehicles).

2.10 To undertake research, investigation and implementation of new business and to develop existing business areas and to initiate and develop a programme of marketing initiatives, promote customer awareness within the service, carry out customer surveys and monitor satisfaction levels.

2.11 To assist the Service Manager – Garage, Driving School and Stores to manager the Vehicle Accident Investigation process, ensuring the City’s Fleet complies with, and that BCC officers act within, legislation and improvements are made to standards of driving through monitoring and action to reduce the levels of vehicle driving accidents

2.12 To liaise with the Service Manager regarding opportunities to maximise the efficiency of the Section, to recommend and facilitate change and to ensure that fleet down-time is minimised wherever possible

2.13 To carry out any other duties commensurate with the grade.

3. **Supervision Received**

3.1 **Supervising Officer Job Title:**
Service Manager – Garage, Driving School and Stores

3.2 **Level of Supervision**

3. Plan own work to ensure the meeting of defined objectives.
4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<tbody>
<tr>
<td>Driver Training Centre Assessor</td>
<td>GR4</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Fleet Support Officer</td>
<td>GR4</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Senior Admin Officer</td>
<td>GR3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Insurance Claims Officer</td>
<td>GR3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Fleet Admin Officer</td>
<td>GR2</td>
<td>1</td>
<td>2</td>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.
  Observance of the **City Council’s Equal Opportunities Policy** will be required.
Place Directorate

Person Specification

**Post:** Operations Manager (Fleet)  
**Grade:** GR5

**Division:** Waste Management  
**Section:** Garage, Driving School and Stores

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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</table>
| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | Certificate of Professional Competence in Road Haulage Transport Operations | AF and I |
| **Experience**  
(Relevant work and other experience) | Experience of managing a fleet of vehicles in a Waste Management environment  
Management experience to include staff development and performance monitoring.  
A detailed knowledge of compliance and vehicle management policies and legislation impacting upon the services. | AF and I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | Good interpersonal, negotiation, marketing and product development skills.  
Able to demonstrate marketing and commercial/entrepreneurial awareness.  
Good communication skills with the ability to respond to members of the public, Councillors, colleagues and others in a courteous and competent manner and the ability to deliver presentations in a range of formats to match audience need.  
Ability to write clear and concise reports.  
Ability to plan, manage and coordinate projects and programme services.  
Demonstrate ability to use a range of IT software packages including databases, spreadsheets and the full Microsoft office suite.  
A good sound knowledge of monitoring budgets and identifying savings and efficiencies.  
Understanding of Health and Safety standards specifically in a workshop environment  
Ability to manage a driver training centre and identify ways of delivering training in the most cost effective way | I, AF, I and P, AF and I |
| Training | Other |  
|-----------|------------------|---|
|           | An awareness, understanding and commitment to Equal Opportunities | I |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.