



Post title	Fleet Compliance Team Leader
Division / Section	Place
Department	Fleet Services
Responsible To	Fleet Compliance Manager
Number of post holders	1
Acting up/ Secondment	

PURPOSE OF JOB

Reporting to the Fleet Compliance Manager, responsible for the daily operational activity of the Fleet Compliance Team ensuring they deliver everything compliance-related to support Fleet service-users and Council departments. This includes training delivery, planning and delivery of mandatory inspections and ensuring that all operational statutory transport and safety requirements are met.

THE WHAT

- As a nominated individual on the Council's Operator Licence you will lead the Compliance and Training Officers, taking a hands-on approach to delivering on key duties, recommendations and requirements and encouraging the team to adopt the same way of working.
- With authority to enforce relevant legislation and policy in transport compliance-related matters, advise Senior Managers on issues such as removing individuals from driving duties, prohibiting colleagues from using certain vehicles and requesting information for relevant spot examination and audit purposes.
- Maintaining ongoing knowledge of legislation changes, work with management teams as a subject matter expert to provide ongoing feedback and support to departments to ensure they remain informed and compliant.
- Work closely with Departments in order to identify training requirements and then work with the Compliance and Training Officers to coordinate the delivery of the training in as cost-effective manner as possible.
- With shared responsibility for maintaining them, support the development of Fleet Services' information systems to ensure effective management of ongoing service delivery, including inspection schedules, driving licence management, fuel management and health and safety management.
- Control issuing and return of associated hardware with management systems for example fuel fobs or hardware associated with hand arm vibration.

- Carry out regular auditing including site health and safety, health surveillance risk assessments, organising maintenance needs in accordance with demands of site management and taking appropriate action on any resulting findings.
- Engage with external bodies for example, Road Haulage Association, Logistics UK or the Driving Vehicle Standards Agency fostering working relationships.
- Support the development of Fleet Services in line with business requirements, including preparation for ISO accreditation and ongoing assessment or any other form of workshop or fleet accreditation.
- Regularly prepare and deliver briefings to Senior Managers, Management Teams and service users on Compliance issues such as driving licences, driving and transport legislation, health and safety, maintenance requirements and other Operator Licence statutory requirements.
- Prepare, share and implement an ongoing operational maintenance scheduling for all Council plant and vehicle assets (approximately 1200 assets in total), engaging with user departments regularly in order to manage the schedule effectively.
- Deputise for the Fleet Compliance Manager in their absence.

THE HOW -

- Educated to at least NVQ4 level or with demonstrable experience which could be judged to be of that level, **as well as having considerable experience of managing a compliance team.**
- Experience appropriate to the pattern and range of work involved in the management co-ordination and development of a vehicle fleet.
- Ability to design and implement information systems and reports for all aspects of fleet operations.
- Effective communicating is a vital part of the role and the post-holder will have daily engagement with Council subcontractors, Senior Management and departments and driving staff regarding compliance matters, which must be clearly delivered and understood, in order that the Council's fleet operates safely and remains operational.
- Experience of delivering and managing of large volume training programmes and scheduling.
- An understanding of the audit process, maintaining good working relationships with audit and health and safety colleagues, in order to deliver a compliant and safe fleet operation.
- Decision making is key, as the post-holder will be required to provide advice on legislation, determine potential non-compliance and make appropriate decisions on that basis whilst also providing effective solutions to scenarios.
- The post holder will be a nominated individual on the Council's Operator Licence and can be held accountable by the Police and the Traffic Commissioner for Scotland on any decisions made relating to fleet and driver compliance.
- Decisions made could consequently have an impact on public safety, as well as the ongoing safe operation of services that rely on Fleet providing safe vehicles and drivers qualified to operate those vehicles.
- The post holder will be a data controller for management systems containing individuals' personal information, e.g. databases associated with fuel management, driver licence checking, occupational health system and the hand arm vibration system.
- Develop and maintain formal and informal contacts in other local authorities, government departments and agencies, regulatory bodies and pressure groups to discuss matters of mutual interest and identify any potential risks or opportunities for the council.

ENVIRONMENT

- Must be able to plan and prioritise their own workload and that of their teams operating within a high-paced operational environment with competing demands and requests on an ongoing basis, in order that the services reliant on Fleet can operate to their own service level agreements.

- Required to carry out workshop duties including vehicle audit inspections, staff checks, site and workshop equipment inspections.
- The role will be primarily office based 85%, with 15% of the time spent in workshops inspecting and auditing Fleet vehicles and equipment and carrying out staff checks. They will be exposed to medium and low-level noise during the 15% of their day spent in workshops.
- They will also spend up to 10% of their day outside exposed to all types of weather conditions.
- Action must be taken on all matters relating to non-compliance matters which may have an impact on service delivery or individuals with a resultant risk of encountering challenging behaviour from individuals who may be barred from using the vehicles needed to do their work or which may mean that vehicles are not available, impacting on the ability of other services to operate at their service level agreements.

SUPERVISION AND MANAGEMENT OF PEOPLE

The post will be responsible for the management of the Fleet Compliance Team: Compliance & Training Officers x4 (Grade 6), and Compliance Assistants x2 (Grade 4).

Resources

The post holder has delegated shared responsibility for ongoing management of maintaining the Fleet asset management database and the driving licencing database.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).