

<b>Post title</b>	<b>Fleet Compliance &amp; Training Officer</b>
<b>Division / Section</b>	<b>Place</b>
<b>Department</b>	<b>Fleet Services</b>
<b>Responsible To</b>	<b>Fleet Compliance Manager</b>
<b>Number of post holders</b>	<b>3</b>
<b>Acting up/ Secondment</b>	

#### **PURPOSE OF JOB**

To lead and provide technical advice on the compliance of the Council's fleet and drivers, ensuring that all the cultural, operational, and statutory health and safety requirements for all persons likely to be affected by the services in the post-holder's remit are met, doing so in a cost-effective manner and ensuring the fleet is compliant and fit for purpose.

To plan, co-ordinate, lead and deliver training across a range of functions within Place Management, supporting all ongoing training including specialist training for specific plant and vehicle operation.

#### **THE WHAT**

- In close collaboration with Fleet Operations maintain and enforce standards throughout the Council's vehicle operations as the 'Compliance Guardians' with regard to the Council's Goods Vehicle Operators licence.
- Working with relevant colleagues to devise, develop and deliver relevant training, instruction, and guidance policies for fleet users and drivers and monitor driver conduct, vehicle roadworthiness and carry out roadside vehicle inspections and spot checks.
- Devise, develop and lead on regular audits on transport compliance, occupational road risk and Health & Safety more generally throughout the Council's fleet operations.
- Develop and monitor strategies for the management of training for the Council's fleet and employees in line with corporate procurement, financial and health and safety policies.
- Assist and advise Fleet Operations on the development of monitoring reports for both statutory and vocational training from existing fleet management software.
- Liaise directly with suppliers, manage vehicle recalls, arrange and ensure any appropriate rework is completed within the scope of existing policy ensuring best value for the Council always, and ensure that all work complies with legal and manufacturing standards. Inspect new fleet items to ensure compliance with Council tender specification.
- Assist Fleet Operations in the formulation and implementation of policy, over-seeing legislative compliance for transport, both in accordance with the terms of the Council's

Operators Licence and regarding the Council's duty of care, including continuous development and implementation of Fleet Guides, Policies, and Driver Handbook.

- Assist in the development of strategies and policies within the fleet service including setting standards, bench-marking and stakeholder consultation.
- Responsible for the management and issuing of rectification and prohibition notices that serve as an immediate suspension to a driver or vehicle operation Ensuring appropriate action is taken including corrective and preventative action plans and reporting to the senior management.
- Interview drivers and managers when investigating vehicle accidents and take appropriate action on non-compliance or near miss incidents.
- Deputise for the Fleet Compliance Manager in their absence.
- Conduct vehicle spot checks and driver checks to ensure compliance with relevant traffic legislation.
- Conduct audits on sites, inspection records and vehicle first use checks to ensure operator compliance.
- Carry out and lead on investigations into vehicle related incidents conducting initial findings and creating reports and making recommendations to departments and the Compliance team.
- Named responsible person on the Council's Operators Licence.
- Assist with audits by external parties such as the FTA, DVSA, DSA and the Police and liaise with these and other agencies fostering excellent relations as required.
- Any other duties commensurate with the grade of the post and as requested by the line manager.

#### **THE HOW -**

- Must hold an HND in Heavy vehicle maintenance or equivalent or relative experience within a fleet operation.
- Hold an Operators Licence Certificate of Professional Competence.
- Required to have a driving licence with categories B D1 C+E.
- Able to communicate and influence in all areas within the jurisdiction of Fleet Operations and Compliance service.
- Can work under pressure and to deadlines.
- Maintaining awareness of developments in relevant legislation, reviewing best practice across the sector and, subject to appropriate consultation, and implement policy shifts and procedural changes.
- Foster and maintain effective working relationships with external enforcement bodies in relation to the Council's duty to operate within the terms and statutory obligations of their operator's licence.
- To maintain an in-depth knowledge of the Local Authority vehicle fleets with its diverse and complex vehicle types supporting the front-line services of the Council.
- Understanding of Health and Safety and Policy related legislation relating to relevant departments.
- Proven ability to influence and negotiate successfully.
- Ability to communicate and present messages and information clearly to audiences both verbally and in writing.
- Ability to influence and enforce compliance with safe, efficient and legal standards.
- Ability to think problem solve and develop solutions.
- Ability to interpret policy, legislation and guidance and develop plans training programs and guidance notes to adhere to these.
- Working knowledge of Microsoft Office packages. Working knowledge of systems for tachograph downloading and drivers' hours recording.

## **ENVIRONMENT**

- High paced operational environment with competing demands on a daily basis and requiring ability to respond quickly to requests and the ability to both inform and take appropriate decisions.
- Required to carry out sedentary duties as well as manual work daily dependent on workloads and climactic conditions. The split is 80% site and workshop-based, 20% office based. 40% of the work (half that spent on-site or in workshops) will be physically demanding involving the inspection of vehicles.
- 30% of the day will be spent outside exposed to all weather conditions. Exposure to medium and low-level noise will be about 50% of the day. Exposure to vibration by use of tools approximately 5% of their day. The post is subject to noise and vibration effects which are monitored and controlled.
- Occasional challenging behaviour may be encountered by staff from operators or members of the public.

## **SUPERVISION AND MANAGEMENT OF PEOPLE**

Supervision of Technical assistants (grade 4) within team.

## **Resources**

Electronic vehicles inspection and test equipment, Tacho graph analysis equipment - worth around £200.

## **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](#).