

Person Specification

Position Title	Fleet Compliance & Training Officer
Team	Fleet & Workshops
Directorate	Place
Responsible To	Fleet Compliance Team Leader
Number of roles	3

Person Specification

Qualifications, training & professional membership	<ul style="list-style-type: none"> OCR Level 3 Certificate of Professional Competence for Transport Managers Road Haulage. 	Desirable
	<ul style="list-style-type: none"> Significant experience in fleet maintenance, auditing or training in relation to local authority fleet operation. 	Essential

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

Experience	
Extensive knowledge and experience of working in a Fleet Compliance Role	Essential
The post will require extensive knowledge and skills in a range of professional disciplines, in particular for Transport Law and Health and Safety.	Essential
Demonstrate a curiosity to grow knowledge and personal insight to help with continuous personal and professional development.	Essential
Proven ability to work as part of a team.	Essential
Demonstrate commitment to quality in all aspects of service delivery.	Essential
Able to assist with customer enquiries and engage.	Essential
Demonstrate effective communication skills and understanding of the target audience at all levels across the organisation and externally.	Essential
Demonstrate sound judgement in decision making within agreed governance controls.	Essential
Proficient in operation of IT technology.	Essential
Experience of relevant legislation	Essential

Understanding of risk management in relative context	Essential
Report writing skills and experience of presenting to audiences	Essential
Experience working in an audit capacity and managing processes and addressing actions	Essential
Membership of relevant body, eg. Institute of Road Transport Engineers (IRTE)	Desirable
Heavy goods Licence.	Desirable
Experience or qualification of working on electric or hydrogen powered vehicles.	Desirable

Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in [Our Competency & Values Framework](#):

Customer focused

- promotes the importance of quality customer/client services and aims to meet customer/client expectations
- identifies opportunities to improve customer/client services
- takes personal responsibility to manage customer/client relationships
- with support implements service improvements
- with support monitors quality of service

Works Effectively with others

- treats team members fairly and equally, recognises and demonstrates appreciation of their contribution
- identifies with and has a shared commitment to achieving team objectives
- shares knowledge and information with others
- thanks others for their contribution and efforts
- fosters good working relationships within teams in own department
- actively seeks others input and values their contributions.

Managing change

- reacts positively to change
- is flexible and adapts plans in response to change
- prepares and supports team members during periods of change
- constructively challenges current thinking and procedures and offers alternative solutions
- gains acceptance of necessary changes by communicating their benefits with conviction and enthusiasm.

Taking Ownership and Responsibility

- takes the initiative to start activities or actions
- recognises when a decision is needed and commits to act
- is proactive, acts quickly to address current issues
- seeks feedback and takes appropriate action
- takes responsibility for personal development
- modifies own behaviour to influence different situations.

Communicating Effectively

- uses positive, appropriate language in all situations
- communicates clearly and concisely to influence others
- uses a variety of methods to communicate in the most effective manner
- creates a positive confident impression
- uses interpersonal skills to have a positive impact in meetings
- keeps written messages simple.

Planning and Decision Making

- regularly monitors progress and takes corrective action to ensure priorities are met
- gathers information from several readily available sources
- considers information objectively to establish logical options and generate solutions
- considers options and risks before making a decision
- determines resources and co-ordinates work logically to ensure tasks are completed effectively.

Political Sensitivity

- takes a broad view of events and the interests of internal and external stakeholders
- is diplomatic in their dealings and is politically astute