

JOB DESCRIPTION

<u>Job Title</u>	Fleet and Equipment Manager
<u>Reports to</u>	Head of Assets
<u>Reporting staff</u>	Direct reports: 1 x Fleet and Equipment Engineering Manager 1 x Fleet Maintenance Manager 1 x Equipment Maintenance Manager 1 x Fleet Administrator 1 x Technical Document Author

Job Purpose

Our fleet and equipment provision are a crucial element of the services we provide to our communities. The Fleet and Equipment Manager is a key member of the Operational Delivery Leadership Team providing expert knowledge in delivering the fleet and equipment strategies across the organisation.

Responsible for the overall management of the Service's vehicles and its equipment assets to ensure they are 'fit for purpose', legal and compliant, operationally effective, 'safe in use', suitable for use by a diverse workforce and managed in a manner that maximises 'value for money'.

Generic Responsibilities/Job Family

Manager

To effectively manage a Service department/function or a range of advanced tasks within a key Service function.

To establish, implement and maintain effective policies and procedures and ensure the provision of a high-quality service by the department.

To effectively manage finances of the department including budget-setting, projections and/or bidding and claiming for external funding.

To provide expert knowledge, advice and support to others within the Service, or to external parties regarding the Service, and to ensure the provision of Specialist services in line with Service needs.

To represent the department/function at meetings and act as Service representative for external initiatives as required.

To manage and/or participate in projects relating to Service development or to the specific function or department.

To collate and analyse available data within Service systems and from best-practice information and to identify trends/make recommendations based on available data.

Specific Responsibilities

1	To effectively manage the Fleet and Equipment department/function in the delivery of its operations to ensure the function is maintained in line with all relative or appropriate regulation, legislation and industry 'best practice'.
2	Line manage the Fleet and Equipment teams to ensure compliance with policies and procedures to deliver a consistently high standard of asset management and service.
3	Effectively manage all vehicle, fleet and equipment budgets, including both capital and revenue expenditure in line with the CSP and other strategic plans; budget-setting, projections and/or bidding and claiming for external funding.
4	Develop and own DWFRS Fleet and Equipment policies and procedures that apply to acquisition, utilisation, maintenance and disposal of assets to ensure all statutory requirements are complied with.
5	Promote best practise and continuous improvement regarding fleet and equipment assets management across DWFRS.
6	Develop and lead on the fleet and equipment replacement programmes including the preparation of business cases for major vehicle or equipment projects and expenditure requirements in conjunction with finance, business development and operational teams.
7	Take ownership of all fleet and equipment acquisition projects, ensuring they deliver the outcomes the Service requires to ensure they are delivered within budget and on time.
8	Lead on research and development for all vehicle and operational equipment related matters, working with both internal and external key stakeholders to ensure Service needs are met.
9	Develop standard vehicle and equipment specifications, compose contractual documentation and to manage suppliers thus ensuring delivery of a modern and effective FRS.

10	Provide expert knowledge, advice and support to others within the Service, or to external parties regarding the Service, and to ensure the provision of Specialist services in line with Service needs.
11	To represent DWFRS both within a regional and national forum e.g. regional procurement groups, NFCC Transport Officers Group, Supplier's User Groups.
12	To represent the department/function at internal meetings, SLT and Board level as required.
13	Develop fleet and equipment management information systems and identify key performance indicators and report appropriately.
14	Act as Information Asset Lead to monitor risks to any information within the team, ensure it is appropriately managed and recorded on the Information Asset Register.
