

# RUGBY BOROUGH COUNCIL

## JOB PROFILE

**Post No.**

**Post Title:** Transport Manager

**Unit/Team:** Waste Services

**Grade:** Grade G

**Service:** Operations & Traded Services

**Reports to:** Waste Services Team Manager

**Issue Date:** May 2024

### PURPOSE OF THE JOB

To act as the Council's primary transport manager. This includes managing the Council's transport services, being named on the fleet operating license, fulfilling the council's statutory responsibilities and having full and effective control of the councils' fleet.

To manage the team responsible for maintaining the Council's vehicles in the in-house workshop, and control the fleet replacement programme, ensuring vehicles are procured and disposed of correctly.

### 1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To be the Council's named transport manager and to ensure the council are meeting their statutory and Operating License obligations.
- 1.2 To manage the Council's vehicle supply and maintenance programme.
- 1.3 To develop a replacement programme and lead and manage the procurement and maintenance of fleet and plant.
- 1.4 To monitor all aspects of fleet performance and driver performance, making appropriate interventions and improvements where necessary, in association with service managers.
- 1.5 To maintain the Operating license ensuring it meets the Council's operational needs, acting as key point of contact with Traffic Commissioner's Office and ensuring effective response to changes in statutory guidance and regulations and operational situations.
- 1.6 To manage, procure and implement fleet related contracts and suppliers e.g., fuel, fuel tank, and fuel software, workshop software, vehicle telematics, vehicle camera systems, driver license checks, charging infrastructure.

- 1.7 To monitor fleet carbon emissions and fuel use and develop strategies to reduce fleet CO2 emissions through procurement, technology changes, management of driving style, route optimisation and vehicle utilisation.
- 1.8 To improve the safety, effectiveness and efficiency of the council's fleet including reporting on fleet and driver related accident investigations, driver policy changes, training of all drivers, relevant risk assessments, audits, inspections, training etc.
- 1.9 To be the Council's expert in relation to all aspects of transport and fleet for the Council's front line services (waste collection, street cleansing, grounds maintenance, wardens, pest control and property repairs).
- 1.10 To ensure a pro-active approach to people management practices including workforce engagement, behaviour management, disciplinary, welfare, sickness absence, performance management, capability working closely with the HR Business Partner.
- 1.11 To be responsible for the effective and efficient management of Transport budgets working with the Finance Business Partner.

## **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1.1 To be an effective member of the Waste Services team, contributing as required to service changes, leading fleet related working groups and providing cover for other managers during absence.
- 2.2 To ensure the collection, monitoring and dissemination of information, including statutory and local performance indicators, record keeping and provide statistical data as required by the Waste Services Team Manager and/or Chief Officer.
- 2.3 To develop and maintain active partnership relationships with other councils in the region, including joint working and mutual support arrangements.
- 2.4 Prepare reports for and attend Committees as requested.
- 2.5 Ensure that legal, statutory and other relevant provisions governing or affecting the administration of vehicle and fleet services are observed, including Council policies and procedures, particularly in relation to delivering an effective and robust management and monitoring system for Health & Safety.
- 2.6 To agree and set performance targets for the team and monitor progress reporting on any problems to the Waste Services team manager.
- 2.7 Any other reasonable duties commensurate with the grade for the role.

## **3. SUPERVISORY RESPONSIBILITIES**

Line management responsibilities of direct reports and staff within the Waste Services transport function including agency staff and any contractors providing related services certain staff within the function.

#### **4. FINANCIAL RESPONSIBILITIES**

Responsibility for managing the transport budgets.

#### **5. RESPONSIBILITY FOR ASSETS AND DATA**

Responsibility for the equipment and vehicles associated with waste and transport.

Responsibility for the procurement, management and disposal of all Council vehicles.

Responsibility for reviewing and monitoring performance, financial, health and safety compliance and operational data relating to the transport function.

#### **6. EXTENT OF PUBLIC CONTACT**

Handling enquiries, investigation of requests for and complaints regarding the transport function from elected members, residents, partner organisations and contractors.

Attending meetings and events as required.

#### **7. WORKING CONDITIONS AND ENVIRONMENT**

Flexible working hours between 6 am and 6 pm, Monday to Friday.

Occasional need to work outside normal office hours e.g. evenings, weekends and bank holidays.

Hybrid with some out of office visits and inspections, and collaborating with other local authorities, agencies, the public and industry.

The ability to travel to locations in and outside the borough is essential.

To comply with the Council's policies, procedures and initiatives relating to equality, diversity and inclusion, HR and Health and Safety Policies.

#### **8. CORPORATE RESPONSIBILITIES**

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for

Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## **9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION

### Post: Transport Manager



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria.'

Criteria	Essential/ Desirable	Method of Assessment
Certificate of professional competence in transport management (Freight National, road haulage or equivalent) and willingness to undertake refresher training every 2 years.	E	D, A
Significant management experience in fleet/transport management service Including maintenance	E	A, I, T
Good knowledge of legal requirements relating to transport/fleet and Health & Safety	E	A, I
Significant experience in managing a team and diverse workforce	E	A, I
Experience in effective fleet replacement and procurement	E	A, I
Excellent interpersonal and communication skills including the ability to engage with a variety of stakeholders	E	A, I
Influencing, persuasion and negotiation skills	E	A, I
Full clean driving license	E	D, A
Excellent report writing, analytical and numerical skills	E	A, I
A commitment to work within our CAN DO values and Rugby Blueprint and embed these in the culture of the workforce.	E	A, I
Experience of working in local government or in waste management in a fleet related role	D	A, I
Knowledge of climate change and experience in reducing in carbon and fleet emissions	<u>D</u>	A, I

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D