Job Description

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| **Job Title** | Principal Officer (Fleet Management) |
| **Grade** | PO5 |
| **Reporting To** | Head of Service: Parks & Countryside and Fleet Management Services |
| **JD Ref** | REG0098P |

Purpose

Responsible for the operational management of the Council’s transport fleet operations and maintenance function, as the named Transport Manager on Wirral Council’s Operator’s licence. Contributing to the development and implementation of the Council’s Green Fleet (Fleet Replacement) Strategy. Ensuring effective and efficient provision of fleet management services as per the requirements of the client base. Responsible for the programming of vehicle maintenance, ensuring compliance with transport and health and safety legislation.

The first point of contact in relation to transport enquiries from internal and external stakeholders. Responsible for the computerised fleet and maintenance system (e.g.: MOT, Tax and service histories) and other records including drivers’ records.

Main Duties and Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values and leadership behaviours in the role and organisation.

**Team Leadership and Management:**

* Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
* Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
* Through continuous improvement strengthen the tools, practices and impact of the service.

**Communication, Engagement and Training:**

* Ensure that fleet and plant machinery is operated and maintained to comply with the requirements of the Operator’s licence and relevant transport legislation, to meet the day-to-day requirements of all Directorates accessing the service.
* The named Transport Manager on Wirral Council’s Operator’s licence and main Certificate of Professional Competence (CPC) holder, which gives the holder ultimate responsibility of fleet operations within the Authority. Compliance is of paramount importance.
* Ensure adherence to health and safety legislation within the depot workshop and that all staff complete appropriate health and safety training.
* Responsible for the programming of vehicle maintenance and testing including commercial specialist equipment vehicles, high specification vehicles such as gritters, platforms, flatbed lorries and commercial vans, specialist minibuses, and all other vehicles as appropriate.
* Responsible for the development and management of the information technology systems used within the transport maintenance team. To liaise with IT Services and advise on transport IT systems as appropriate.
* Liaise with user Directorates and Services regarding the effective utilisation of both owned and hired transport, and plant throughout the Authority.
* Liaise within the Directorate and within other Directorates in relation to matters of transport provision and advise on suitable options for transport requirements.
* Responsible for a transport maintenance team including Team Leader, Administrative Assistant, Clerk WPO (Word Processing Officer) and Fitters. Responsible for their line management, supervision, training and development.
* Lead at meetings and briefings with the Head of Service regarding corporate policies and procedures linking in with senior managers for support where required.
* Attend transport related seminars including changes to transport legislation.
* Liaise with stakeholders, include internal colleagues in other departments, schools and day centres, as required in relation to transport and maintenance.
* Liaison with Directorate of Finance in relation to the fixing of charge rates.

**Data Analysis and Decision-Making:**

* Maintenance and analysis of all vehicle records, documentation, invoices and certificates.
* Source the purchase and sale of vehicles, and the hiring of vehicles as necessary to supplement the existing fleet.
* Ensuring adequate individual vehicle and plant machinery information is provided to enable vehicle costing to be evaluated; commercially competitive charge out rates to be provided and achieved.
* Establishment of vehicle costs and vehicle charges to users and identify the economic period for vehicle renewals based upon vehicle costing records.
* Initiating new policies and procedures, making changes where required, including contributing to the development and implementation of the Council’s Green Fleet (Fleet Replacement) Strategy.
* Responsible for the recovery of monthly charges including in house transfer for items including fuel, spot hire and chargeable repairs carried out by the workshop.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
* Ensure that all service initiatives adhere to relevant legislation, policies and practices.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience and Skills

**Qualifications**

* HNC Business Administration or equivalent qualification or experience.
* Certificate of Professional Competence (CPC) Module 1 and Module 2.
* *Desirable - Management qualification e.g. Institute of Leadership & Management Level 5.*
* *Desirable - Full driving licence in order to supplement service in terms of moving and collecting vehicles.*

**Knowledge & Skills**

* Excellent interpersonal communication (verbal, listening & written) and negotiation skills.
* Strong decision-making skills and the ability to lead during times of ambiguity.
* Ability to keep up to date with relevant transport legislation and identify opportunities or impact on service area.
* Knowledge of vehicle compliance and programming.
* *Desirable – Knowledge of Microsoft Excel and ability to draft and interrogate spreadsheets.*
* *Desirable – Ability to plan and co-ordinate training.*
* *Desirable – Ability to manage, plan, organise and prioritise workload.*

**Experience**

* Experience of working within a transport environment.
* Experience of enhancing customer engagement.
* Management of key relationships with service managers, sales representatives, legal bodies such as Freight Transport Association (FTA).
* *Desirable - Proven customer care skills.*
* *Desirable - Experience of maintaining databases and other information management systems.*
* *Desirable - Awareness of national transport initiatives.*
* *Desirable - Experience of working within a public sector environment.*

Additional Information

* Ability to travel across the Borough and work from various locations.
* Work hybrid, with a flexible working approach to accommodate service needs.
* Expected to work from a fixed location (subject to change).
* On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Prolonged Repetitive Movements/Actions
* Moving or handling heavy loads
* Working with dust or fumes
* Working with skin irritants /sensitisers
* Working with chemicals (industrial or cleaning)
* Working in a confined space
* Working at Heights
* Working with vibrating equipment / tools
* Exposure to Noise (>80dbA)
* Working outside
* Work with VDUs (Video Display Unit) (>5hrs per week)
* Driving duties
* Contact with latex
* Exposure to persons with challenging or aggressive behaviour

Approved By: Mike Cockburn Assistant Director – Climate Emergency & Environment

Date Of Approval: 12th August 2025.