



Job Profile

Post title:	Service Manager - Transport
Department:	Operations – Neighbourhoods, Transport
Job families:	Management and Leadership
Grade:	J
Responsible to:	Assistant Director Neighbourhoods
Employees managed:	Transport and Depot Team Leader, Transport Workshop Supervisor, Stores and Reception Officer
Date of issue:	July 2026

Person Specification	
Essential upon appointment	Desirable on appointment
Knowledge / Qualifications • Sound knowledge of transport legislation • Knowledge of national drivers around fleet management • Knowledge of services delivered by Local Authorities and the demands this places on a fleet management service • CPC (National) • ILM 5 Leadership and Management or equivalent	• Degree or professional qualification in fleet management • Membership of a professional institute relating to fleet management
Experience • Significant experience in managing a transport and workshop function • Significant experience in leading teams • Experience in carrying out thorough investigations and preparation of investigation reports with sound recommendations • Experience in procurement of high value goods and services, including developing specification and scoring tenders • Significant experience in budget management	

Skills • Excellent written and verbal communication skills with the ability to present information, prepare reports, business cases, procurement documentation and investigation reports • Excellent leadership skills with high levels of emotional intelligence and ability to adapt leadership style to suit situations • Contract management and negotiation skills	
Other Requirements • Driving Licence (minimum Class B) required • The post holder is eligible for casual car user allowance. • The post involves driving and so the post holder will be required to undertake relevant DVLA licence checks	

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.