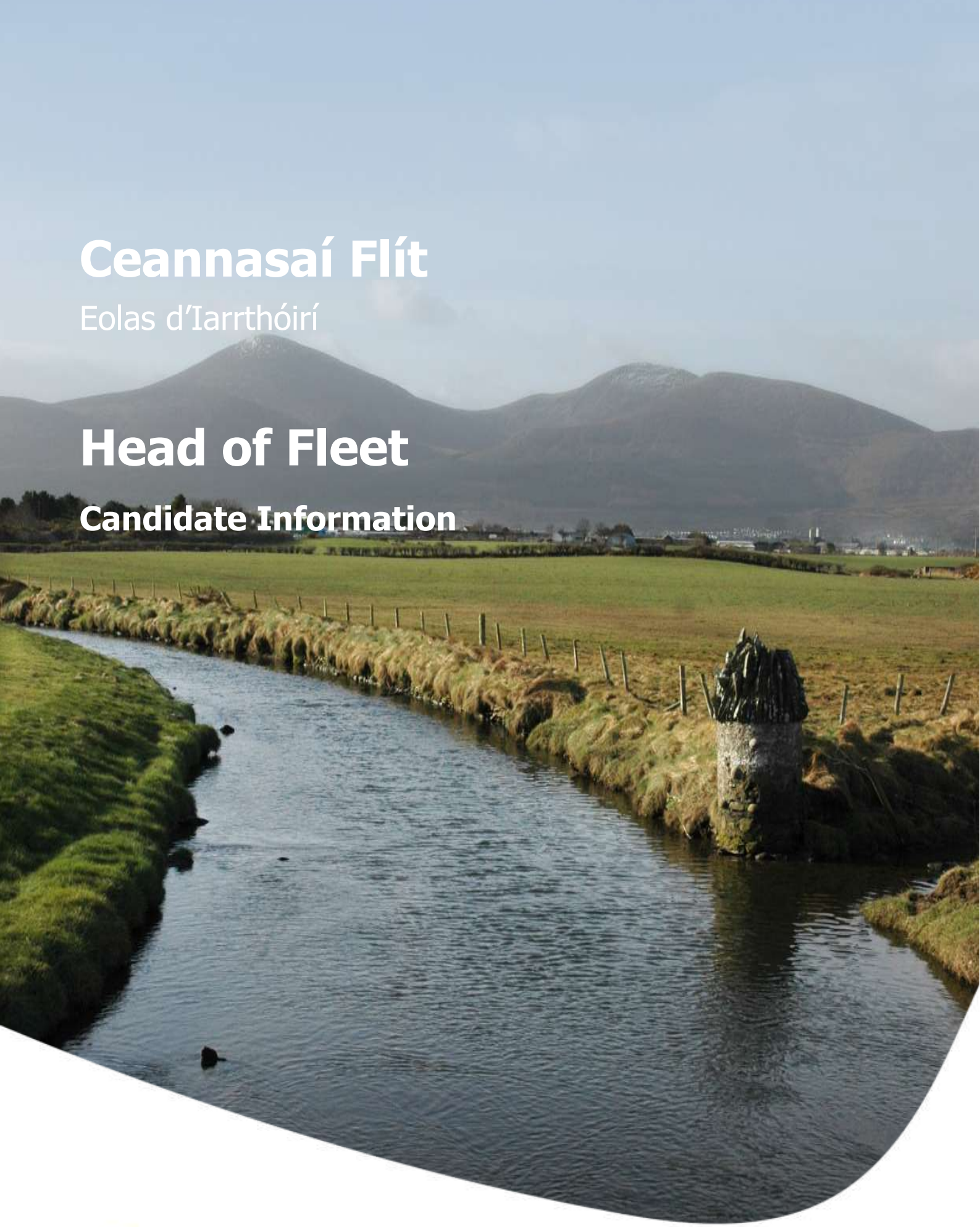
# Ceannasaí Flít

Eolas d'Iarrthóirí

# Head of Fleet

## Candidate Information



Comhairle Ceantair
an Iúir, Mhúrn agus an Dúin
Newry, Mourne and Down
District Council

Ag freastal ar an Dún agus Ard Mhacha Theas
Serving Down and South Armagh

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# About the Directorate

The Directorate of Sustainability and Environment incorporates a diverse range of services including Sustainability, Property Services, Fleet Management, Environmental Health, Contaminated Land, Education and Enforcement and Refuse Collection and Cleansing. The Directorate has a budget of approximately £31m and over 500 staff.

# About the Department

The Fleet Service is responsible for the strategic management, operation and maintenance of the Council's vehicle and plant fleet, ensuring the delivery of safe, efficient and cost-effective transport services across all Council functions.

The service oversees fleet procurement, maintenance programmes, vehicle compliance, operator licensing, fuel management and transport logistics, while supporting the Council's sustainability objectives through fleet modernisation, emissions reduction and the adoption of alternative fuel technologies. It also ensures compliance with all relevant health and safety, environmental and transport legislation.

# About the Role

We are recruiting for a Head of Fleet to join our team in Greenbank Newry or Strangford Road Depot Downpatrick.

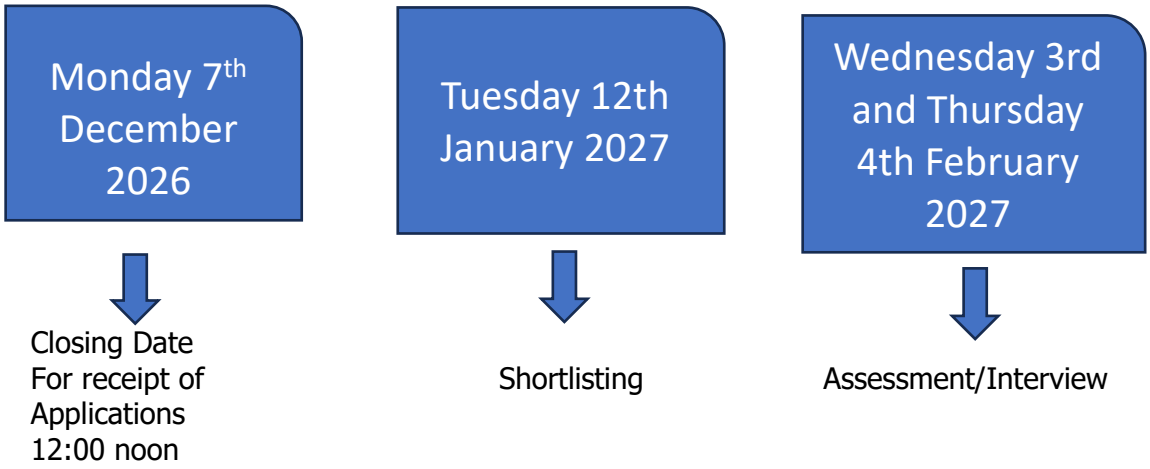
The post holder will be responsible for the effective leadership and management of services that come under their control in the pursuit of service excellence, value for money and continuous improvement. In this capacity, and as part of the Sustainability & Environment Directorate, the post holder will provide clear leadership in the areas of fleet management. They will assist in the support of the Sustainability & Environment team, in their strategic, policy and decision-making roles by providing timely, professional and objective advice on the areas of responsibility which fall under the responsibility of this post.

The post holder will support the creation of a high performing culture by being an active member of the Sustainability & Environment team; in assisting the development and delivery of the key objectives of the Directorate and contributing to the operational effectiveness of the whole organisation.

They will deliver high quality services across the Service by using performance management to drive continuous improvement and effectively using council's resources.

# Application and Selection Timetable

## Head of Fleet (SA26-093-01)




**Note:**
The above schedules may change for operational reasons.
The Council is under no obligation to accommodate applicants who are not available on scheduled selection dates; however, will endeavour to do so taking account of business needs and operational requirements.

## Duration of Appointment

This post is permanent.

## Reserve List

Whilst the Council are recruiting for a permanent Head of Fleet in Greenbank Newry or Strangford Road Depot Downpatrick, please note that a reserve list will be compiled for future permanent, temporary, full time and part-time Head of Fleet at Council Offices in Downpatrick or Newry and other Council locations for a period of 12 months.

## Working Pattern

36hrs Monday – Friday
This post is eligible to participate in the Flexi Scheme.

Post holders must be prepared to work outside normal office hours, including evenings, weekends, and Public and extra Statutory Holidays for which the appropriate payment will be made or time in lieu granted if relevant.

Hours of work are kept under review and may change in order to meet operational requirements, providing requisite notice.

## Salary Scale

- Scale PO6, spinal point 42-45, £ 55,224 - £ 58,602 per annum based on a 36 hour week (pro rata to hours worked). Plus 15.5% employer pension contribution. It is Council policy to appoint at minimum salary scale point.

Pay frequency is monthly by BACS (Bank Automated Clearing System) in arrears on the third last banking day of the month.

## Notice

(i) Giving notice: you are required to give written notice to terminate your employment. Subject to section 5 (Probationary Period), the minimum period of notice you must give the Council to terminate your employment shall be 1 month.

(ii) Receiving notice: you are entitled to receive notice as follows:-

| **Period of continuous employment** | **Notice** |
|---|---|
| 1 month or more but less than 2 years | 1 week |
| 2 years or more but less than 12 years | 1 week for each year of continuous employment |
| 12 years or more | Not less than 12 weeks |

(iii) The Council reserves the right to make a payment in lieu of notice.

(iv) The Council may, at its absolute discretion, require you not to attend your place of work for the duration of your notice period and may, at its discretion, relieve you of some or all of your contractual duties during that period.

(v) The Council reserves the right, in cases of gross misconduct, to dismiss you summarily; that is without notice and without payment in lieu of notice.

(vi) If without the agreement of the Council you leave the employment of the Council, without serving your full notice period (whether notice is given by the employer or employee), you will not be entitled to receive outstanding holiday pay in excess of the statutory minimum. In all circumstances, you will only be entitled to receive payment of your wages/salary in respect of hours that you work up until the date that your employment terminates.

# Job Description, Person Specification and Competencies

## Head of Fleet
Job Description

| | |
|---|---|
| **Job Description Number** | SE 08-26 (20) |
| **Grade/Salary** | PO6 (SCP 46-49) |
| **Reports to** | Assistant Director: Sustainability |
| **Base Location** | Based in Council offices in Newry or Downpatrick this post will work across the Council District of Newry, Mourne and Down District Council. |
| **Car user** | Casual (to be kept under review) |
| **Access NI Check** | Basic |
| **Rehabilitation of Offenders** | Non-Excepted |
| **Directorate / Department/ Service** | Sustainability & Environment / Sustainability/ Fleet |
| **Responsible For** | Fleet Management and Fleet Maintenance |
| **Date of Job Description** | August 2026 |

**Main Purpose of Post/Job Summary**

The post holder will be responsible for the effective leadership and management of services that come under their control in the pursuit of service excellence, value for money and continuous improvement. In this capacity, and as part of the Sustainability & Environment Directorate, the post holder will provide clear leadership in the areas of fleet management. They will assist in the support of the Sustainability & Environment team, in their strategic, policy and decision-making roles by providing timely, professional and objective advice on the areas of responsibility which fall under the responsibility of this post.

The post holder will support the creation of a high performing culture by being an active member of the Sustainability & Environment team; in assisting the development and delivery of the key objectives of the Directorate and contributing to the operational effectiveness of the whole organisation.

They will deliver high quality services across the Service by using performance management to drive continuous improvement and effectively using council's resources.

## Duties and Responsibilities

1. To be responsible for the development, implementation and monitoring of strategies, policies and procedures for the Council's fleet.
2. Ensure the Fleet Service conduct regular risk assessments and route risk assessments to meet business needs and where required put measures in place to mitigate against any risks.
3. Undertake research and prepare reports to SMT or Council to inform and develop improvements on the fleet service.
4. Monitor and evaluate the quality and performance of services under the post holders' control, and report and make recommendations on services improvements on same to the Assistant Director, as required.
5. In conjunction with other Heads of Service drive service improvement by developing or commissioning cost effective, efficient, high quality, responsive, robust and integrated services which will deliver Council's responsibilities, aims and objectives.
6. To ensure that staff within the section are adequately trained so they able to conduct their duties in a safe and efficient manner.

## Fleet management

7. Undertake procurement of vehicles and mobile plant (in line with Council procurement policies) for use by all directorates; research finance options against makes and models, advise of finance solutions and services, including direct purchase, leasing/contract hire arrangements, contract maintenance, etc. Providing reports and recommendations in relation to these matters.
8. Ensure the Council meets the Department for Infrastructure: Transport Regulatory Unit requirements by fulfilling the role of Lead Transport Manager by continuously and effectively meeting the requirements of the Operator's Licence.
9. Ensure appropriate fleet management services and fleet maintenance are provided, meeting frontline operational service delivery requirements.
10. Examine the options of internal and/or external fleet maintenance contract arrangements in pursuit of efficiency and effectiveness and implement as agreed.
11. Ensure that all the necessary insurances, vehicle tax, driver's licences, CPC and other vehicle road use requirements are current, adequate and comply with legal requirements.

**12.** Ensure Health and Safety requirements are fully complied with in all garage operational activities and that employees and contractors are fully trained in safe equipment use and occupational risk.

**13.** Ensure all vehicles, equipment, etc. are maintained, repaired, assembled, serviced, etc., to the highest standards in accordance with the Operator's Licence and ensure the retention of the relevant Operators Licence, to protect the safety of employees and the public.

**14.** Ensure compliance with the Council's Operators' Licence, appropriate legislation, Council's policies and performance standards.

**15.** Manage the garage facilities throughout the district (currently in Newry and Downpatrick), ensuring all operating centres meet operator licence requirements.

**16.** To be responsible for the commissioning and disposal of all fleet and mobile plant, within the Council's procedures.

**17.** To be responsible for the procurement, security and issuing of relevant stockholdings and for the implementation of proactive supplier management systems and procedures.

**18.** To manage the Council's fleet telemetry system, ensuring optimal performance.

**19.** Assist in the management of the Council's 'grey fleet', ensuring compliance and providing guidance to other Council sections, as required.

**Service Delivery and Performance**

Be accountable to the Assistant Director for all aspects of service delivery within the service; ensuring the provision and delivery of high quality and cost-effective services.

**Employee Management**

**20.** Be responsible for the direct line management of employees who report to the postholder, ensuring that matters relating to performance, attendance and discipline are addressed within agreed timescales and in accordance with Council policies and procedures.

**21.** Ensure the timely and accurate completion of relevant electronic or paper-based records relating to the management and supervision of employees under the control of the post holder, for example time and attendance returns, return to work interviews, appraisal documentation etc.

**22.** Lead, motivate, appraise and develop employees under the management of the postholder always ensuring that employees:

- Operate within the Council policies;
- Achieve their objectives and targets in the most efficient and effective manner;
- Work in a corporate and collaborative way with other services across all departments and directorates;
- Purposively, efficiently and effectively work with the resources available, within the allocated time and budget; and
- Continuously develop within their area of responsibility.

**23.** Ensure employees within the service are provided with appropriate training as and when required, for example:

- Departmental induction,
- Access to relevant 'on the job' training and development opportunities,
- Mandatory/statutory training relating to professional, technical or job specific qualifications for example Health & Safety, first aid, lifeguarding, CPD hours, driving competence (CPC) etc.

**Financial Management and Controls**

**24.** Work within agreed budgets and finances to deliver service priorities, by ensuring that allocated budgets are effectively managed, implemented and adhered to for the service(s) under their control and reported on monthly.

**25.** Authorise the purchase of goods and/or services in accordance with the Council's procurement policy.

**26.** Ensure functions under the control of the post holder are operated in accordance with the Council's risk management and governance processes, and that the appropriate documentation is completed and signed off as necessary.

**Performance Improvement**

**27.** Keep up to date with changes and amendments to relevant and allied legislation including areas of best practice relating to the postholders service area, reviewing practices, making recommendations to the Assistant Director of the service and implementing service improvements, as appropriate

**28.** Participate in employee training and development activities to ensure that knowledge, skills and competence required to fulfil the role in full are up to date.

**General**

**29.** Carry out duties in compliance with the Health and Safety at Work Order 1978 (as amended); Acts of Parliament; Statutory Instruments and Regulations and other legal requirements; and all Council policies and procedures including Dignity at Work, Health and Safety, Attendance and all relevant Codes of Conduct.

**30.** Undertake the duties in such a way as to enhance and promote the positive reputation of Newry, Mourne and Down District Council.

**31.** Lead by example by always behaving in accordance with the Council's values and promote same within the organisation and externally.

**32.** Undertake all aspects of work respecting confidentiality and ensure that personal and/or sensitive information under the control or access of the postholder is used, stored and maintained in accordance with relevant data protection legislation.

**33.** Deputise for and represent the Assistant Director of the Department as required.

**34.** Contribute to corporate, departmental and regional working groups as required.

**35.** Where applicable act as Designated Safeguarding Officer in accordance with relevant legislation and Council policy and procedure.

**36.** Actively participate in employee relations matters including undertaking investigations and chairing hearings relating to employment matters as required (e.g. discipline, grievance & harassment) and make decisions regarding appropriate outcomes with support from HR and in compliance with the relevant legislation.

**37.** Participate in the Council's recruitment and selection processes as a panel member, including assisting the panel with development of person specification, identifying selection methods and adhering to advice given regarding current employment legislation and codes of practice.

**38.** Where applicable, oversee the provision of a suitable key holding arrangement(s) for the service area(s) under the control of the postholder to ensure:

- Routine opening and closing of Council buildings and facilities
- Response to out of hours alarm calls
- Ability to open buildings/facilities to assist with Council's Emergency Plan.

**39.** When required, assist in the execution of the Council's Emergency and Business Continuity Plans.

**40.** Authorise the purchase of goods and / or services in accordance with the Council's Procurement Policy.

**41.** Promote diversity across the organisation and in the department by adhering to the Council's Equal Opportunity policies and procedures and avoiding all forms of discrimination both as an employer and a service provider.

*The list of duties / responsibilities must not be considered comprehensive nor exhaustive. They are simply a summary of the main duties / responsibilities that the post holder will be required to undertake. No Job Description can cover every issue that may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this Job Description.*

# Person Specification

## Job Title: Head of Fleet

Employees/Applicants must be capable of undertaking the duties and responsibilities as set out in the Job Description and fulfil the requirements of this Person Specification, which will be assessed through the appointment process.

Employees/Applicants must be suitably qualified and experienced, be able to meet the criteria set out in this Person Specification and demonstrate they possess the key competencies for the position at an **Operational Level**.

| FACTOR AND CRITERIA | Essential | Desirable | Method of Assessment |
|---|---|---|---|
| **Education / Qualifications / Experience** | | | |
| Current Certificate of Professional Competence (Transport Manager CPC)<br><br>Have a minimum of a Level 5* qualification for e.g. HND in a relevant subject area<br>**And** two years' relevant management experience to include all the below:<br>• Managing the Operator's licence Compliance<br>• Management of Staff<br>• Budget Management<br>• Managing the procurement of a diverse range of HGV/LGV, plant and fleet services including developing and evaluating technical specifications<br>• Developing innovative and cost effective fleet servicing, maintenance and repair processes and procedures (including plant)<br>• Developing and implementing effective driver training and licensing programmes/processes. | Yes<br><br>Yes | | • Application Form<br>• Certificates<br>• Assessment<br>• Interview |

| FACTOR AND CRITERIA | Essential | Desirable | Method of Assessment |
|---|---|---|---|
| Applicants who **do not** possess a Level 5* qualification, must demonstrate four years' relevant management experience to include all the below:<br>• Managing the Operator's licence Compliance<br>• Management of Staff<br>• Budget Management<br>• Managing the procurement of a diverse range of HGV/LGV, plant and fleet services including developing and evaluating technical specifications<br>• Developing innovative and cost-effective fleet servicing, maintenance and repair processes and procedures (including plant)<br>• Developing and implementing effective driver training and licensing programmes/processes. | Yes | | |
| **Technical Skills and Knowledge** | | | |
| Experience of health and safety legislation, guidance and best practice relevant to the post. | Yes | | • Interview |
| **Other Requirements** | | | |
| Hold a full current driving licence and access to transport, or access to transport to meet the requirements of the post.<br><br>Ability to work outside of normal office hours, including evenings, weekends and public/bank holidays | Yes<br><br>Yes | | • Application Form<br>• Driving Licence |

* See below link for equivalent qualifications guide

https://www.gov.uk/what-different-qualification-levels-mean

**Competencies**

Competence at an operational level is essential for this post and will be assessed at the appropriate selection stage of the appointment process; using the Competency Framework for Local Government, which includes definitions of the competence groups and examples of positive indicators. All of the competencies are considered relevant to this post and may also be assessed during probation and throughout employment in this role.

Definitions have been provided and more information on the competency framework can be found at:

**Competency-Framework-for-Local-Government.pdf**

**The defined competency level for this post is Operational Level.**

| Competence Group | Competence & high level definition | Assessment |
|---|---|---|
| **1 How We Provide Leadership & Direction** | **1.3 Managing Performance**<br>Sets clear, aligned, high standard performance goals & objectives for the Directorate, self, others and the Council. | Selection Interview / Assessment |
| **2 How We Manage Ourselves** | **2.1 Managing Our Own Work**<br>Plans, structures and prioritises own work to achieve optimum results | Selection Interview / Assessment |
| | **2.3 Communicating with Impact**<br>Presents a positive image by communicating effectively, being resilient and treating people fairly. | Selection Interview / Assessment |
| **3 How We Work With Others** | **3.2 Influencing Outcomes**<br>Adapts style and approach to achieve effective Outcomes | Selection Interview / Assessment |
| | **3.4 Respect for Diversity and Equality**<br>Treats all individuals with respect, responds sensitively to differences and encourages others to do likewise. Ensures equality of opportunity for all | Selection Interview / Assessment |
| **4 How We Move Forward** | **4.1 Problem Solving and Decision Making**<br>Gathers information from a range of sources. Analyses information to identify problems and issues. Makes effective decisions and recommendations based on resolution agreement within an environment of trust, mutual respect and | Selection Interview / Assessment |

| Competence Group | Competence & high level definition | Assessment |
|---|---|---|
| | cooperation an environment of trust, mutual respect and cooperation | |
| | **4.3 Achieving Results**<br>Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results | Selection Interview / Assessment |

**Competencies will be assessed and monitored throughout the employment cycle. Respect for diversity and equality underpins the core competencies required for the post. Employees will be expected to treat all individuals with respect, respond sensitively to differences and encourage others to do likewise during the course of their employment with the council.**

## FURTHER INFORMATION

## If you have any questions or require any further information, please contact a member of the Human Resources Team.

## Email. recruitment@nmandd.org

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