



**Cumberland
Council**

Post Specification

Date	March 2023
PG Number	7281
Post Title	Logistics and Area Supervisor (CTOT – North)
Job Family	Operations
Job Family Role Profile	OP10
Final Grade	Grade 10

To be read in conjunction with the job family role profile

Service Area description

This is a key post within the Cumbria Transport Operations Team (CTOT). Its purpose is to line manage the Carlisle (North) based CTOT Team delivering Home to School and Adult Day Centre Transport; provide logistical support and to advise and assist CTOT and the wider TST management team to develop and deliver in-house transport services across Cumbria.

Purpose of this post

- To support the establishment, coordination, management and delivery of specific CTOT projects and programmes
- To contribute to the successful implementation of CTOT Programmes and support an innovative and creative approach to delivery of Transport Services
- To line manage the day to day operations of the North (Carlisle & Dalston) CTOT team.
- To monitor and provide advice to the CTOT Operations Manager on budget Manager, and ensure that all internal journals, financial records relating to vehicle hires and recharges are accurate and timely and that financial and operational efficiency is maximised.
- To provide a range of logistical information to the Operations Manager of CTOT in identifying improvements in relation to the activities of CTOT

Key job specific accountabilities

1. To Supervise all staff (including apprentices) in the respective Area and plan the daily workload to maximise staff and vehicle utilisation, including the managing the out-of-hours rota for the staff within the respective area.
2. To ensure the services are carried out to the required Council and Stakeholders expectations and standards and to ensure good housekeeping and safety standards are maintained throughout the workplace including all liaison with the relevant stakeholders both internal and external to the Council.
3. Maintain accurate administrative/maintenance/inspection records in accordance with the Councils policies. Ensure all information stored is accurate and processed in accordance with the Councils protocols, particularly but not limited to Data Protection of the Service Users, and their dependencies.
4. To ensure that all relevant Health & Safety systems are managed, Safe working Systems are adhered to/undertaken and any mentoring of appropriate staff (e.g., Apprentices, new starters, etc) takes place proactively and recorded on appropriate CCC systems

5. To analyse and interpret (e.g., determine where separate home to school routes can be combined to create efficiencies) detailed information by accessing all available Council and external analytical systems, provide the relevant information to senior management, and to deliver agreed outcomes that contribute to any efficiency savings allocated to CTOT.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	Responsible for effective spend on Fuel, PPE, associated Depot costs and Staff overtime approval/monitoring
Staff Management Responsibilities	- Apprentice mentoring when appropriate - Approx. 10-15 Drivers, and Approx. 10-20 Passenger Assistants
Other	Be part of an 'out of hours' rota

Essential Criteria - Qualifications, knowledge, experience and expertise

- NVQ Level 3, or equivalent experience or knowledge in the relevant work area
- Experience in the Transport/logistics/route planning would be advantageous
- Experience in working with the suite of Microsoft Office packages or equivalent.
- Experience of working across Directorates and with stakeholders effectively requiring excellent communication skills.
- Demonstrable experience of supervising/managing teams
- Knowledge of health safety and risk regulations relating to vehicles, equipment, and safe working practice.
- Knowledge of route scheduling, possibly fleet management vehicle maintenance safety inspection programmes.
- Hold a valid driving Licence with Category D1 entitlement. Hold or be willing to work towards Driver Certificate Professional Competence (DCPC) and PCV Category D and D1 entitlement.

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced - Children & Adults

Job working circumstances

Emotional Demands	Managing customer and staff expectations maybe challenging and may require arduous/strenuous/difficult situations with Parents/Guardians, Children, etc
Physical Demands	Minimal
Working Conditions	The post holder would work in an office environment, possibly occasionally will also be required to work outside and occasionally, lone working and potentially severe weather conditions – snow ice, etc.

Other Factors

The post holder will report directly to the CTOT Operations Manager but will report to the CTOT Transport Operations Officer for matters relating to driver and vehicle compliance.

The post will be based at Parkhouse, Carlisle. CTOT is a county wide service so the successful candidate will be expected to travel around the County when required, and there is flexibility where the post holder may wish to work on a daily basis – in agreement with management.

All staff in this service area are required to have an Enhanced DBS check as they may be required to act as driver or passenger assistant as team resilience, or to travel on the vehicle when children and adults are present. The Council will arrange this clearance.

CTOT is a developing Council service – the post holder will be expected to contribute positively to its growth.

The Post holder will be on the Highways Transport & Fleet Services Teams out of hour's duty roster. The Post holder will be required to manage the CTOT service areas duty roster. This is a new team so this element will be minimal to start with.

Must be able to travel County wide and nationally under own arrangements.

Must have an appropriate driving licence, including DCPC or be willing to work to achieve one (DCPC) and an appropriate vocational licence D1 or D