



Cumberland Council

Post Specification

Date	September 2024
Post Group Number	8332
Post Title	Fleet Compliance Officer
Job Family	Regulation & Technical
Job Family Role Profile	RT10
Final Grade	Grade 10

To be read in conjunction with the job family role profile

Service Area description

This is a key post in the Council's Corporate Fleet Management Service. 'Fleet' is an essential service cutting across the full range of services offered by Cumberland Council and is fundamental to the Council's ability to deliver its statutory services and priorities for local people and businesses. Fleet Services also provides essential support to external customers such as the Police, Fire and Crime Commissioner, key to the effective delivery of emergency fire and rescue services across Cumberland and the wider region.

Fleet supports the Council in meeting its carbon reduction targets as well as delivering on its key priorities for residents as outlined in the Council Plan.

Purpose of this post

Working within the Fleet Strategy & Compliance Team, the post will support the safe and compliant operation of fleet vehicles across Cumberland Council

- To take an active role in ensuring compliance in the delivery of the functions of the Fleet Services Team
- To provide advice and support in respect of transport policies/procedures, transport compliance and to ensure the continuous development of effective and progressive information management systems related to the area of work.
- To support the interaction and liaison between all the Council's directorates (and other internal/external functions/organisations) in fleet / transport compliance related matters

Key job specific accountabilities

1. To manage and monitor the Fleet Services Team functions in respect of, transport compliance and, make recommendations for improvements and liaison with other internal/extremal organisations, and encourage opportunities to offer digital solutions where possible.
2. Be the 'Lead' Officer between the Fleet Services Team and other Council directorates and liaison groups on compliance related matters
3. To provide high quality statistical data and draft recommendations and reports (and response to Letters, FOI's, etc) as required.
4. To identify improvements to the systems and procedures in respect of any transport function, particularly the Council's Operators Licence Undertakings and Fleet Management activities, including the delivery of any related briefings or training required.
5. To actively monitor and report on compliance of the Council's Vehicle Operators Licence, safe operation of fleet, and in relation to the Management of Occupational Road Risk.
6. Support fleet incident investigations within the Council for the purposes of Health and Safety and other requirements.
7. To lead on team briefings, staff meetings, and prepare briefing notes, discussion documents, consultation and formal reports as required.

8. To work flexibly across the wider function and undertake such other duties required from time to time and are commensurate with this position.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	Minimal
Staff Management Responsibilities	<4
Other	- The post-holder must be demonstrably competent to fulfil the requirements of the role. - To take reasonable care for your own health and safety.

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications

- Professional qualification relating to the Transport Manager Certificate of Professional Competence (CPC), or ability to achieve this within six months of appointment.
- NVQ Level 3, or equivalent experience or knowledge in a relevant work area.
- Experience in workplace planning.
- Experience of data analysis and working with management systems and information.
- Understanding of and experience in transport compliance with DVSA, "O" licence legislation, DVLA driver licensing processes and Driver CPC knowledge.
- Hold a valid driving Licence with LGV Category C entitlement and Driver Certificate of Professional Competence (DCPC) or be willing to work towards achieving these.
- Evidence of continuing professional development.

Knowledge

- Operator's Licence legal requirements / sector best practice
- Health, safety and risk legislation relating to vehicles, equipment and workshops.

Experience

- Experience of monitoring standards of performance / compliance
- Working with a range of stakeholders / customers, building positive relationships

Skills

- Able to build robust relationships with a range of stakeholders and partners with the confidence and ability to challenge non-compliance in an appropriate, professional manner.
- Technical skills commensurate with the post
- High level of communication skills and the ability to write clear, concise and coherent reports and communicate with teams.
- Ability to:
 - work as a team player.
 - work on own initiative and to work as part of a team.
 - work under pressure and to effectively manage competing priorities and deadlines.
 - analyse and interpret information, undertake research and make recommendations.
- Competent in the use of IT and operating specialist software / IT systems
- Customer focussed approach and commitment to excellent customer service.
- Commitment to equal opportunities.
- Sound awareness of health and safety risk – able to follow safe working practice and confident to challenge non-compliance / poor practice.

Disclosure and Barring Service – DBS Checks

- N/A

Job working circumstances

Emotional Demands	Ability to maintain robust relationships with a range of stakeholders, but with confidence to challenge non-compliance when observed. This may require a level of resilience / tenacity.
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Physical Demands	Minimal
Working Conditions	The post holder will predominately work from an office environment, but will also be required to work outside, in vehicle workshops and depot locations, as well as off site, lone working and potentially in severe weather conditions.
Other Factors	
To model positive behaviour standards, placing health and wellbeing at the heart of everything we do, and displaying / reinforcing the Council's values (Ambitious, Collaborative, Compassionate, Empowering, Innovative). ○ Be of good repute and professional standing ○ Flexibility to respond out of hours to both planned and unplanned events including working across weekends and public holidays. ○ The role will require frequent travel to different locations across Cumberland as well as occasional travelling out of the area when needed, including at times beyond standard working hours.	