

Job Title: CTC Fleet Manager	
Job Evaluation Number	C070

JOB DESCRIPTION

Job Title: Chiltern Transport Consortium (CTC) Fleet Manager	Location: Transport, Bicester
Job Family: Business Support	Role Profile Title: Senior Manager
Reports To: Head of Chiltern Transport Consortium	Band level: 5L
Staff Responsibilities (direct line management of): Fleet Technical Services Manager, Fleet Services & Logistics Manager, Fleet Support Manager	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: provide the day to day overall control of the CTC vehicle fleet (under the direction and supervision of the Head of CTC) to include performance and budget monitoring, fleet procurement and staff management.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Provide the effective, efficient and economical operation of the CTC fleet services provision, meeting the needs of the member forces (stakeholders) and agreed performance measures.

2. Manage an accurate and efficient fleet programme including an effective repair and service system to ensure maximum operational availability, value for money and legislative/lead force policy compliance.

3. Develop, implement and monitor strategies to the measure overall performance and workload of the CTC staff and workshops, implementing changes as necessary to maximise efficiency including workshop systems and processes, performance reporting/KPIs, Health and Safety, supplier performance/compliance, staff induction, training and appraisals together with investigations that could be of a technical and/or personnel related nature.

4. Manage the orders for new/used vehicles and commissioning by ensuring detailed requirement specification meets legislative and operational demands; ensuring compliance with Home Office/Crown Commercial Services; ensuring compliance with force procurement frameworks; overseeing progress/delivery to timescale and authorising invoices within guidelines.

5. Develop and implement strategies for the integration of new vehicles in to the fleet by supporting the design and development work for vehicles and equipment with suppliers, specialists, stakeholders and health and safety; monitoring vehicle policy to ensure optimum whole life costs and providing management reports to support change; overseeing the design of new maintenance schedules by ensuring maintenance programmes meet force availability, best value, safety and legislative requirements; lead multi force fleet user groups to define fleet requirements, vehicle role related specifications; identify, challenge, report on fleet requirements that are not aligned or meet the consortium aims/strategy.

6. Assist the Head of CTC with budget management by preparation and monitoring the annual budget for income and expenditure; preparing draft reports/analysis for Head of CTC for presentation at the CTC Governance Boards; ensuring the vehicle charging process is accurate, timely and recovering all associated costs; monitoring and controlling capital and revenue expenditure cognisance of budgetary constraints as well as the age and condition of the vehicles against policy; forecasting annual capital requirements/on-going devolved re-charges using expert knowledge on vehicle life cycle modelling, balanced against operational/financial requirements and best industry practice.

7. Assist/deputise for the Head of CTC on negotiations with external suppliers, ensuring accuracy of relevant technical data for new builds, current vehicle developments, disposal, warranty issues; with

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forces/divisions/departments as to their fleet establishment, operational requirements, age, condition and utilisation; collaboration opportunities with other forces, emergency services etc. attend/support in the work of the National Association of Police Fleet Management (NAPFM).

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

Chiltern Transport Consortium (CTC) provides a fleet service for 5 police forces over 6 shire counties (Thames Valley, Bedfordshire, Cambridgeshire, Civil Nuclear Constabulary and Hertfordshire). Reporting to five Chief Constables, four Police & Crime Commissioners and one Police Authority. The consortium oversees 3,100 operational vehicles covering in excess of 46 million miles per annum and provides fleet support services for circa 12,000 personnel (officers and staff) with an annual budget of approximately £17.5 million.

CTC has over 75 staff spread across multiple locations who work to differing hours and who are employed on different terms and conditions.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Related Degree or equivalent qualification/experience in Car Fleet Management.	E
2. Qualification/relevant experience motor vehicle engineering.	E
3. Qualification/Proven experience in senior management e.g. budget management, business planning, performance management, business continuity, health and safety such as 5/6 NQF IOSH/NEBOSH health and safety certificate.	E
4. Demonstrable effective leadership with the ability to lead and manage diverse teams in skills, location and role.	E
5. Experienced in building partnerships and working relationships with internal and external stakeholders.	E
6. Advanced IT skills, Microsoft Office, Fleet software (such as Tranman), Artemis, Crystal report and Fleet Logistics packages.	E
7. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
8. Membership of an appropriate and recognised body (FICFM, CILT, IMI, CMI).	E

Additional comments: At interview, candidates will be asked to:

* confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.