



THE PERSON

Fleet Operations Manager

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 6 standard of education (e.g. undergraduate degree) or equivalent experience.	E	Application (CV / accompanying documentation / Supporting Statement)
Associate member or above of a recognised professional road transport institution. (By qualification preferably).	E	Application (CV / accompanying documentation / Supporting Statement)
A fully indentured apprenticeship within the motor vehicle repair trade, with certification to C&G Technician's levels or equivalent.	E	Application (CV / accompanying documentation / Supporting Statement)
Health Safety and Welfare qualifications to NEBOSH level.	E	Application (CV / accompanying documentation / Supporting Statement)
Current full driving licence, including large goods vehicle	E	Application (CV / accompanying documentation / Supporting Statement)
Certification of professional (CPC) or equivalent in Fleet transport	D	Application (CV / accompanying documentation / Supporting Statement)
Leadership or Managing people qualification, and /or working towards internal/external leadership program.	D	Application (CV / accompanying documentation / Supporting Statement)
Knowledge & Experience		
A sound knowledge and understanding of current Health, Safety & Welfare legislation, appertaining to vehicle and plant repair workshops.	E	Supporting statement / interview
A good knowledge and understanding of current Employment law legislation.	D	Supporting statement / interview
Knowledge of or experience in managing a Quality Assurance System based on the ISO 9001:2015 standard.	E	Supporting statement / interview
The role holder is required to be a super user /advisor / trainer for the systems used within Fleet Services, this involves non corporate systems such as Fleet	E	Supporting statement / interview

Person Specification

Management, Quality Management and vehicle and equipment specific systems		
Knowledge and experience of carrying out and being part of an audit team, ability to plan and undertake audits on internal departments. Having the knowledge to prepare for external audits and respond to detailed requests for process and data requirements.	E	Supporting statement / interview
Knowledge and experience of HR Systems and systems to support staff development.	E	Supporting statement / interview
Previous supervisory experience working in a managerial role within the (LGV) motor vehicle repair trade environment.	E	Supporting statement / interview
A good knowledge and understanding of current road transport legislation.	D	Supporting statement / interview
Experience of managing a diverse group of staff to ensure effective service delivery.	E	Supporting statement / interview
Experience of managing changing priorities and situations.	E	Supporting statement / interview
Experience of planning the use of resources and contributing to financial decisions.	E	Supporting statement / interview
An understanding of the Fire and Rescue Service and working with Trade Unions.	D	Supporting statement / interview
Experience of working external stakeholders	E	Supporting statement / interview
Experience and knowledge of data control and asset management systems	E	Supporting statement / interview
Experience in managing and monitoring Budgets	E	Supporting statement / interview
Skills & Abilities		
The ability to define and use analytics to support decision making.	E	Supporting statement / interview
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines and solve Problems.	E	Supporting statement / interview
Excellent written, verbal and presentation skills including the ability to produce and share complex information.	E	Supporting statement / interview
Able to analyse and interpret data and information to support decision making.	E	Supporting statement / interview
Excellent level of interpersonal and negotiation skills, able to communicate professionally and tactfully to build constructive relationships.	E	Supporting statement / interview
Can effectively balance own work, priorities and deadlines against managing team(s).	E	Supporting statement / interview
Able to identify the need to change and successfully lead teams through periods of change.	E	Supporting statement / interview

Person Specification

Able to use professional judgement and diplomacy to make decisions.	E	Supporting statement / interview
Other		
The ability to travel around the country may be required.	E	Application Form
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form