

Job Description and Person Specification



Job Description

Job Title	Legal Compliance & Asset Management Officer
Grade	G5
Service	Fleet Management
Reports to	Assistant Fleet Manager
Location	Whitley Depot
Job Evaluation Code	C6595D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

1. To ensure efficient and effective asset management and utilisation of all fleet items ensuring optimisation of resources.
2. To provide an efficient administration and compliance to all transport related legislative requirements, City Council's Operator Licence and Fleet Policy (incorporating corporate policies, i.e. Driving Policy).
3. To work with fleet customers to ensure all legislative and policy requirements are met.

Main Duties & Key Accountabilities

Core Knowledge

1. To be responsible for the administration of functions associated with the effective utilisation & optimisation, legal operation, and procurement & disposal of the council's Fleet in line Fleet Policy, including planned maintenance plan, updating of fleet management information for owner and customers vehicles, and ensuring that all vehicles and operator licence records are kept in accordance with current legislation and policy requirements.
2. To be responsible for administration of functions associated with the scheduling of all fleet items due inspections, service, booking of test dates, payment of test fees, workshop loading and all associated administration related to these activities in liaison with Workshops.
3. To be responsible for the administration and implementation of systems associated with the analysis, monitoring and filing of vehicle defect reports, tachograph charts (incl. drivers hours), driver licences, overloading records etc.
4. To be responsible for administration and implementation of the Motor Incident Form process including reporting weekly, monthly and annual management reports and trend analysis.
5. Through a programme of site visits, audits or inspections ensure that:
 - Procedures and practices relating to the effective management and utilisation of all fleet items by all 'Fleet' users, vehicle hire suppliers or approved maintenance suppliers that conform to Fleet Policy and prescribed procedures.
 - Procedures and practices relating to the safe and legal operation/provision of vehicles as adopted by all 'Fleet' users, vehicle hire suppliers and approved maintenance suppliers conform to Fleet Policy and prescribed procedures, legislative requirements and best practice guidelines.

- Operational activities undertaken by 'Fleet' users comply with policy and identify trends that may warrant management action.
 - Motor vehicle accidents/incidents procedures comply with policy and to identify any issues for action by management.
6. Work with and oversee the work of Technical Support Assistants to ensure all service based objectives and targets are met and office operational cover is provided to meet customer requirements.
 7. Personally undertake and supervise Technical Support Assistants in the effective and efficient completion of the following activities (not exhaustive):
 - Renewal of vehicle road fund licences
 - Hiring on and off-hiring of vehicles and plant (inc inspections)
 - Bookings for MOT test and statutory testing/inspections (i.e. LOLER)
 - Administration functions associated with the procurement and disposal of vehicles, plant and equipment.
 - Providing management information for service managers and fleet customers
 - Filing and the archiving of information.
 - Fleet hire and tyre charges
 - Updating local fleet management system (Tranman).
 - Administration of the insurance accidents/incidents system.
 8. To be responsible for the administration of functions associated with procurement of 'spot hired' vehicles, plant and equipment and charges for these items.
 9. To be responsible for the administration of functions associated with Fleet Tyre Management policy and procedures.
 10. Ensure that appropriate systems and records are in place to support post holder's activities.
 11. Prepare reports for service and divisional meetings as may be required from time to time.
 12. Undertake or contribute to projects commissioned through the Fleet Manager (i.e. draft policy documents, research issues, or develop and deliver training programmes).
 13. Keep abreast of new and existing guidance and legislative requirements and asset management activities relating to Fleet and update management on relevant actions required as appropriate.
 14. Carry out the duties of the post in ways, which support the dissemination of good practice on Fleet utilisation and asset management.
 15. As appropriate liaise closely with colleagues in the Risk Management & Insurance, Corporate H&S Section and key officers who have fleet operational responsibilities within directorates.

16. To be flexible in working contracted hours over an extended working day (including public holidays on occasions).

17. Attend and contribute to meetings and working groups, representing the Fleet Service Supervisor as required.

- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Technical Support Assistants

Person specification

Job Evaluation Code	C6595D
Knowledge	
<ul style="list-style-type: none"> • A detailed understanding of asset management and utilisation requirements and their application 	
<ul style="list-style-type: none"> • A detailed understanding of National Operator License legislation (road haulage or public service vehicles) and its application. 	
<ul style="list-style-type: none"> • General understanding of health & safety legislative requirements relative to fleet operation. 	
<ul style="list-style-type: none"> • Understanding of the business needs of a customer focused organisation 	
<ul style="list-style-type: none"> • Appreciation of the need to perform duties in a way which conforms to legislative requirements 	
Skills and Abilities	
<ul style="list-style-type: none"> • Able to interpret and implement relevant legislation 	
<ul style="list-style-type: none"> • Able to identify, develop and deliver training requirements 	
<ul style="list-style-type: none"> • Able to communicate effectively with managers and employees at all levels, in order to give sound professional advice (written & verbal). 	
<ul style="list-style-type: none"> • Able to influence and persuade managers and employees at all levels in order to ensure policy, legislative and best practice requirements are adopted and adhered to. 	
<ul style="list-style-type: none"> • Able to research for and compile relative information and data within the remit of the job description 	
<ul style="list-style-type: none"> • Able to present information clearly and concisely. 	
<ul style="list-style-type: none"> • IT skills to compile reports and correspondence. 	
<ul style="list-style-type: none"> • Able to establish and maintain close, effective working relationships with stakeholders. 	
<ul style="list-style-type: none"> • Able to effectively plan and organise work to meet deadlines. 	
<ul style="list-style-type: none"> • Work on own initiative and as part of a team. 	
Experience	
<ul style="list-style-type: none"> • Day to day asset management and utilisation activities. 	
<ul style="list-style-type: none"> • Day to day interpretation and application of Operator License requirements 	
<ul style="list-style-type: none"> • Experience of working within a fleet/logistics/transport environment. 	

Qualifications

- NVQ/ONC Motor Vehicle Management (or similar), or equivalent work experience.

Special Requirements

- Will be required to drive motor vehicles in the course of his/her duties and should be in possession of a current car driving licence (with a maximum of 3 penalty points - speeding only with points for any parking offences exempt).

Date Created	July 2008	Date Reviewed	December 2022
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