

PERSON SPECIFICATION: Team Leader Fleet Services

POST REFERENCE: 103181

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
<ul style="list-style-type: none"><li>- <b>Educational/vocational/occupational qualifications and/or training</b></li><li>- <b>Specific qualifications (or equivalents)</b></li></ul>	<ul style="list-style-type: none"><li>(1.) Level 3 Certificate of Professional Competence for Transport Managers (<b>Road Haulage</b>) (F).</li><li>(2.) Level 3 Certificate of Professional Competence for Transport Managers (<b>Passenger Transport</b>) (F).</li><li>(3.) 2 years previous vehicle operator licence history in a DVSA 'O' Licence 'Transport Manager' role and having 'Good Repute' (F, I, R).</li><li>(4.) Grades A-C in GCSE English and Maths (F)</li><li>(5.) Commitment to achieve and maintain appropriate industry accreditation for the service areas: Society of Operational Engineers (SOE) IRTE Workshop Accreditation scheme and irtec Workshop Technicians accreditation scheme; Fleet Operator Recognition Scheme (FORS) (F, I).</li></ul>	<ul style="list-style-type: none"><li>(6.) Member of the Institute of Transport Administration (IoTA), or Chartered Institute of Logistics and Transport UK (CILT UK), or similar (F).</li><li>(7.) IOSH – health and safety qualification (F).</li><li>(8.) Train the trainer qualification (F).</li><li>(9.) Motor vehicle technician qualification(s) (F).</li><li>(10.) MOT and vehicle inspector qualification(s) (F).</li></ul>



<p>- <b>Work or other relevant experience</b></p>	<p>(11.) Experience of implementing 'Digital First' projects to increase the efficiency and scope of in-house fleet maintenance service delivery, and/ or, attain/ maintain participation in DVSA Earned Recognition Operator Scheme (F, I, R).</p> <p>(12.) Significant staff management experience in a service area relevant to this post i.e. recruitment, work planning and allocation, supervision, performance management, discipline, appropriate training/ development and appraisals, liaison with workplace Union representatives (F, I, R).</p> <p>(13.) Significant experience in vehicle procurement (F, I, R).</p> <p>(14.) Experience in development and maintenance of Health &amp; Safety and environmental compliance within service area (F, I).</p> <p>(15.) Record of innovation, managing change in a service area with multiple functions which has delivered successful outcomes e.g. introduction of alternative fuelled vehicles, driver in-cab technology (F, I).</p> <p>(16.) Experience of providing and managing vehicle Service Level Agreements for their procurement, servicing and maintenance, with individual service clients (F, I).</p>	<p>(23.) HGV category 'C' RCV driver experience/ or significant practical knowledge of operating parameters of Refuse Collection Vehicles (F, I).</p> <p>(24.) PSV category 'D' bus driver experience/ or significant practical knowledge of operating parameters of Passenger Transport Vehicles (F, I).</p> <p>(25.) Experience of providing and managing Authorised Testing Facility in partnership with VOSA (F, I).</p>
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	<p>(17.) A proven track record of working effectively within a political or business environment, providing clear balanced advice to managers/ stakeholders in regard to Road Haulage and Passenger Transport (F, I).</p> <p>(18.) Evidence of: development, delivery and management of customer focused front-of-house customer facing services that minimise potential for wasted customer contact by adopting and promoting a 'first time right' objective for all activities and personnel (F, I).</p> <p>(19.) Experience of budgetary control, including setting, monitoring and development (F, I, R).</p> <p>(20.) Experience in performance management, audits and benchmarking returns (e.g. APSE) (F, I).</p> <p>(21.) Experience in Customer Relationship Management duties (e.g. complaint investigation/resolution, FOI's etc.) (F, I).</p> <p>(22.) Experience of local authority/ government policy relating to the services provided via this post. (I)</p>	
- <b>Skills, abilities, knowledge and competencies</b>	<p>(26.) Ability to analyse complex situations/ documentation/ information and identify potential solutions and practical and political steps to be resolved in partnership with stakeholders (I).</p>	



	<p>(27.) Ability to establish and maintain positive relationships with stakeholders and partner organisations that generate confidence and opportunities for collaborative working and the finding of solutions (F, I).</p> <p>(28.) Detailed understanding of the legislative frameworks and key issues relevant to the service area e.g. Goods Vehicles (Licencing of Operators) Regulations 1995, The Public Service Vehicles (Operators' Licences) Regulations 1995, The Road Vehicles (Construction and Use) regulations 1986, The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, The Provision and Use of Work Equipment Regulations 1998, The Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 (I).</p> <p>(29.) Ability to operate effectively and cooperatively with other teams in Environmental Services structure, and wider council; and provide leadership when necessary on cross-boundary, multi-disciplinary issues (F, I).</p> <p>(30.) Ability to work under own initiative and effectively motivate and manage the work of the team and provide support and guidance (F, I, R).</p> <p>(31.) Excellent oral and written communications skills (F, I).</p>	
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	<p>(32.) Excellent IT skills with software packages including Word, Excel, Power point, Outlook; and previous experience of mobile/ in-cab technology and route optimisation software (F, I).</p> <p>(33.) Organised, able to work to tight timescales (F, I, R.).</p> <p>(34.) Project planning, management and delivery skills (I).</p> <p>(35.) Understanding of current developments affecting Transport and Fleet Maintenance services and how they might relate to the future delivery of the service (F, I).</p> <p>(36.) Evidence of advanced theoretical, practical and procedural knowledge of health and safety and 'O' Licence compliance issues relating to service (F, I).</p>	
- <b>General competencies</b>	<p>(37.) Driving licence with driving licence category C1 and/ or D1 driver rights, and valid CPC Drivers Card (F).</p> <p>(38.) Category B driving licence and access to own transport (F).</p>	<p>(39.) Driving licence with driving licence category C, D, or C+E driver rights, and valid CPC Drivers Card (F, I).</p> <p>(40.) First Aid at work certification (F).</p>
<b>ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM      I = INTERVIEW      T = TEST(S)      R = REFERENCE(S)</b>		



## On-going Training Requirements

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

Mandatory/Essential Training	Frequency
<ol style="list-style-type: none"><li>1. HBC General Data Protection Regulation (GDPR) training.</li><li>2. HBC new Employee induction.</li><li>3. HBC Safer Recruitment Training.</li><li>4. HBC CPC Driver training programme.</li></ol>	<ul style="list-style-type: none"><li>- Upon induction and as required/ updated thereafter.</li><li>- Upon induction.</li><li>- Before participating in staff recruitment.</li><li>- Complete 36hrs of industry approved Drivers CPC training courses as provided by HBC each 5 years.</li></ul>

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.