**ROLE PROFILE**

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| **Role Title** | Fleet Compliance Manager | **Location** | Hybrid: Scotland & Ireland |
| **Business Unit** | Group Logistics | **Job Family** |  |
| **Reports to Role Title** | Group Fleet Manager | **Sub Family** |  |
| **No. Direct Reports** | 0 | **Channel**  |  |
| **No. Locations** |  | **Financial** |  |
| **Business Unit Response.** |  | **Other** |  |
| **PURPOSE** |
| * To support the Group Fleet Manager, oversee the safe, legal, and compliant operation of our vehicle fleet
* To support the Group Fleet Manager, oversee the safe and legal management of our drivers and delivery crews.
* To support the Group Fleet Manager in relation to analysis of Road Traffic Collision data and interaction with our vehicle insurers
* To support Regional Managers, Depot Managers and Transport Teams in relation to vehicle and driver management
* Identify required training for depot transport staff, drivers and crews, and work with the key stakeholders to standardise our approach to training
* Support the Fleet Administrator in relation to their key accountabilities
* Assist the Group Fleet Manager to develop a strong combined risk culture in all business units.
* To provide specialist support in relation to our Operators’ licence management across the business.
* To act as Group Fleet Manager when the GFM is on holiday or otherwise unavailable, and to cover other areas when required due to holidays etc
* To influence key stakeholders and promote the safe operation of our vehicle fleet across the business
* To liaise with the key stakeholders across the business to identify optimal specifications relating to new vehicle, bodies, and ancillary equipment
* To work with key suppliers to identify the best solutions for the business, monitor performance and act if suppliers fail to meet KPIs as set out in the various contracts
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| **CORE ACCOUNTABILITIES** |
| * Act as a subject matter expert in relation to our vehicle operators’ licences and keep up to date on existing and upcoming legislation relating to fleet and driver management
* Employ data analysis and expert knowledge to identify key areas for improvement in relation to our fleet and drivers, and work with the GFM to introduce improvement initiatives across the business
* Monitor key performance metrics and act where required to meet legal and company standards
* Support the Fleet Administrator in relation to key reports which the administrator is responsible for including upkeep of an accurate fleet lists, spreadsheets, compilation and circulation of daily, weekly, monthly reports, data analysis and upkeep of legal records as required
* Monitor record keeping and help the fleet administrator to update our operators’ licence records, MID records etc
* Co-ordinate “At-Fault” Road Traffic Collision investigations via the BSI Connect portal, collate investigation data, and identify improvement opportunities
* Visit all vehicle operating centres in your region on a regular basis, check adherence to company standards and processes by conducting internal audits, monitor performance and support the depot staff as required
* Review internal and external operators’ licence audit data to identify required remedial action. Work with the GFM to implement depot specific improvement requirements and monitor performance through depot visits and data analysis
* Continuously promote the standardisation of company processes in relation to our fleet and driver management. Maintain a fair and consistent approach to the management of our drivers and delivery crews
* Promote the safe, legal, and efficient operation of our vehicle fleet at all times. Act as an ambassador for the company and offer help and support across the business. Engage key stakeholders, internally and externally, and act in the best interests of our business and staff at all times
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|  **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** |
| * Senior management, Central Fleet Team, Risk Team, Regional managers, Depot managers, depot staff, other support functions including procurement department, external stakeholders including existing suppliers, new suppliers etc. The authorities including Traffic commissioners, DVSA, police etc
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|  | **KNOWLEDGE/ EXPERIENCE/ SKILLS** |  |
| **ESSENTIAL:** Experienced transport/fleet manager with an understanding of logistics operations, CPC qualification. The post holder is expected to hold strong communication and influencing skills so as to be able to articulate technical requirements to non-technical audiences. The role may require extensive travel across the UK and Ireland as and when requiredThe post holder must be able to engage at all levels and manage potential friction in a calm and positive way. Be computer literate (MS Word, PPT, Excel) and have a demonstrable track record of delivering organisational performance improvements in terms of culture and risk management. **PREFERRED:** Subject matter expertise and considerable knowledge and experience gained in a similar role with a multi-site organisation of similar size and scope. Experience of using the Logistics UK “Vision” portal would be beneficial, including management of Drivers hours infringements and Driver CPC Training via the portal. |
|  **PROFESSIONAL QUALIFICATIONS & EDUCATION** |
| * **National Certificate of Professional Competence in Road Haulage**
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|  | **TECHNICAL/ BEHAVIOURAL/ PERSONAL COMPETENCIES*** Action Orientated
* Managing information
* Strong Influencer
* Ability to listen to others
* Approachable and calm under stressful situations
* Flexible in approach
* problem solving
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| **Job Code** |  | **Reward Level** |  | **TW Grade** |  |
| **Salary** **Survey Ref** |  | **Career Level** |  | **Date Created** | 26th July 2023 |
| **Salary Min** |  | **Salary Mid** |  | **Salary Max** |  |

Back Office Use only