

## ROLE PROFILE

<b>Job Title:</b>	<b>Reports to:</b>	<b>Department:</b>	<b>Team:</b>	<b>Grade:</b>
Fleet Manager	Category Manager	Procurement	Procurement	E

<p><b>Job Purpose:</b></p> <p>Overall management of Your Housing Group's fleet, including the management of key risks associated with the fleet, ensuring compliance of the fleet within all legislation, regulations and health and safety, data analysis and interpretation; making improvement recommendations with regard to the operation and performance of the fleet. Ownership and delivery of the Group's Fleet Strategy, ensuring operational efficiency of the fleet to support business objectives.</p>	<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Passion</li> <li>• Pride</li> <li>• Creativity</li> <li>• Accountability</li> </ul>
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**Key Responsibilities:**

1. General management of the Group's fleet to ensure compliance with all legislation, regulations and Group policies and procedures including keeping any necessary policies, procedures, manuals etc. up to date
2. Own and manage the Group's fleet strategy and its delivery, including working cross-functionally to deliver objectives and targets. Produce an annual review of progress against the strategy with recommendations
3. Contract and performance management of all fleet related suppliers in line with the Group's contract management guidance
4. Management of all fleet related risks, providing assurance in relation to those risks, challenging non-compliance, producing a quarterly report on key fleet risks to Risk & Compliance Group
5. Analyse and interpret fleet related data to identify trends/issues/areas for improvement, and report this to key stakeholders within the Group as required (including but not limited to: master hire agreements, tracker data, dashcam data, driving licence data, fuel card data, insurance and claim data, accident data, vehicle servicing, repair and maintenance data)
6. Chair and manage the Fleet Steering Group in line with its terms of reference
7. Work cross-functionally with other teams/departments (including but not limited to HR, H&S, Insurance, Data Protection) to ensure that fleet related risks are escalated and managed in line with Group policies and procedures
8. Management of fleet in line with the Group's Motor Insurance Policy, including administration of the Motor Insurance Database with vehicle additions and deletions to always ensure up to date, providing accident/incident support where required. Reporting, minimising risks, losses and claims, liaising with authorities, insurers and other suppliers
9. Ensure the Group gets value for money from its fleet and related services, seeking opportunities for cost or performance improvement/savings, the fleet operates with high levels of efficiency maximising fleet utilisation
10. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of a fleet function in terms of the inter-dependency of its areas and linkages within the business</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good level of computer literacy, proficient in Microsoft Office i.e. Word, Excel, Outlook, g</li> <li>• Ability to effectively prioritise workload.</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to deal with customers at all levels, both internal and external.</li> <li>• Excellent numeric accuracy and attention to detail</li> <li>• Ability to meet deadlines</li> <li>• Ability to interpret a range of data to identify trends and make business recommendations</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven success of providing a fleet management service with significant experience</li> <li>• Management of a fleet and associated services within a commercial business</li> <li>• Experience of operating telematics, dashcams, fuel cards, motor insurance database</li> </ul>	<ul style="list-style-type: none"> <li>• Provided fleet management service within construction sector</li> </ul>
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• GCSE Maths and English (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Professional qualification with Institute of Car Fleet Management (ICFM) at intermediary level or above</li> </ul>

<b>People Management Responsibility?</b>	No line management responsibility
<b>Budgetary Responsibility?</b>	No budgetary responsibility
<b>Key Relationships (internal/external)</b>	Working directly with key operational teams across the Group, Fix360, Asset, H&S, Governance, Insurance, HR, Data Protection, ICT; Directors, Heads of Service, Line Managers/Supervisors, Operatives; fleet management company, accident management company, insurer/broker, garages, police, other supply chain partners
<b>Safeguarding of Children Young people and Vulnerable Adults</b> Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.	
<b>Key Role Performance Indicators</b> 1. Annual delivery of the Group's Fleet Strategy against objectives and targets set in strategy – 100% 2. Ensure all fleet is managed compliantly and has necessary regulatory documentation i.e. MOT – 100% 3. Ensure all fleet is insured – 100% 4. Ensure all accidents are reported and monitored, including any necessary reporting and actions on Datix – 100% 5. Ensure all data analysis and reporting is completed on time in line with agreed reporting frequency – 100% 6. Maintain the Group's fleet master data and ensure it is up to date at all times – 100%	
<b>Date Role Profile Created/Updated:</b>	January 2022