



# Role Profile

## Fleet Team Coordinator

Reference No.	A5052	Type	Generic
Service	Environment and Building Services		
Job Family	Trades and Fleet Services	Grade	FC7

### Purpose

Supporting the Fleet Business Manager to manage and coordinate the efficient operation and strategic management of Fife Councils Fleet Services. The post-holder will facilitate the coordination, communication, and administration of various aspects of the fleet management function. Manage and develop partnerships with internal services, external partners, and stakeholders, ensuring the successful execution of fleet business operations and service objectives.

The post-holder will play a key role in supporting Fleet Services vehicle procurement and contract management activities to achieve the Council's commitment to efficient fleet operations, cost-effective decision-making, and maintaining high standards of service delivery.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Assisting the Fleet Business Manager in researching, selecting, and procuring fleet-related supplies, vehicles, and equipment.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

Educated to SCQF level 5 Business Studies or equivalent (SVQ level 2) and attainment of recognised

E	D
✓	

E = Essential Criteria D = Desirable Criteria

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<p>Collect, organise, and maintain accurate data related to fleet operations, expenses, and performance. Create regular reports and analysis to inform decision-making and strategic planning.</p> <p>Delivering customer-focused services efficiently and effectively for Fife Council's fleet services, aligning with best value principles. This includes managing fleet services within service level agreements to ensure high-quality service delivery.</p> <p>Coordinate and facilitate effective communication channels between different internal council services, external partners, and stakeholders to ensure continuous fleet operations and clear understanding of priorities.</p> <p>Assist in budget tracking and monitoring of fleet-related expenses. Collaborate with the Fleet Business Manager to maintain a close view of the financial aspects of fleet operations.</p> <p>Supervising a designated team of Fleet Assistants by assigning and organising tasks, establishing goals, and distributing resources to achieve operational goals and service standards.</p> <p>Supporting the Business Manager in overseeing corporate People Management procedures, such as recruitment, attendance</p>	<p>professional qualifications e.g. CPC National Fleet Operations.</p> <p>Experience of working in an office using current computer-based applications to carry out a range of duties (Deliver results - See 'How We Work Matters' Framework)</p> <p>Experience of implementing and using personnel management policies, practices, and protocols</p> <p>ECDL qualification</p> <p>Experience of conducting audits and crafting reports up to the prescribed standards.</p> <p>Understanding of the Civic Government Scotland Act 1982 (testing of taxis &amp; private hire cars)</p> <p>Experience of working in a Local Authority experience relevant to role.</p> <p>Working towards membership of the Institute of Road Transport Engineers (IRTE).</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>☞</p> <p></p> <p>✓</p> <p>✓</p>

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management, health and safety, as well as addressing change and business risks within the context of fleet service operations.	Driving License		✓	
As required, oversee specific business and fleet initiatives, including fleet capital replacement, management report updates, service feedback analysis, procurement methods evaluation, maintenance reviews, and system impact assessments. Additionally, manage technical projects like operational efficiency analysis, carbon footprint reduction, taxi operations, additional hiring needs, and pool car management.	Moderate post-qualification experience in transport/fleet, supervisory background, completed supervisory training, and continuous professional development.  Competence in overseeing and assigning tasks according to established benchmarks is essential.  Experience of supporting staff development.		✓	✓
Stay updated on national legislative changes and best practices affecting Fleet Services. Share recommendations with the Service Manager for review and potential implementation.	Relevant knowledge and familiarity with fleet management regulations and practices.  Comprehensive grasp and acknowledgment of Health & Safety at Work principles.		✓	✓
Organisation of vehicle data and creating business reports for the procurement of vehicles and contract agreements.  Take a lead role in the further development of the Tranman fleet management system.	Competent in report writing, compiling comprehensive vehicle data, and creating business reports to inform effective vehicle procurement decisions.		✓	

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Performing the generation of reports and managing the input and updates of Performance Indicators, Actions, Risks, and Milestones associated with Fleet Operations.	Experience in data reporting tools and familiarity with performance metrics tracking systems.	✓	
Managing the de-commissioning process for V5 documents and administration related to Vehicle Valuation Reports (VVR) within the scope of Fife Council fleet services.	Knowledge and experience in vehicle documentation management, within a fleet services environment.	✓	
Monitoring expenses related to vehicle maintenance, fuel, equipment, and other fleet-related costs. By regularly reviewing budget allocations and expenditures, to contribute to the effective economic management of the service.	Experience in financial analysis and budget management	✓	
Using a wide variety of IT systems, including applications like Word, Excel, and PowerPoint, to consistently manage input, extraction, and maintenance of data. Providing necessary statistical data and management insights as needed.	Knowledge and experience in relevant software packages like MS Office (Embrace technology and information)	✓	
Ad-hoc tasks e.g., assisting business team with invoicing/fuel etc, parks integration, Golf trust de-commissioning, Power BI implementation.	Strong interpersonal abilities and effective communication skills in customer interactions.	✓	
Coordinating the scheduling and deployment of hired Heavy Goods Vehicles (HGVs) for various fleet-related tasks, ensuring best deployment, timely availability, and compliance with operational requirements.	Experience in relevant software tools for scheduling and tracking.	✓	

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Take a lead role in the development and monitoring of the Council's Occupational Road Risk policies and procedures.				
Take a lead role in supporting Management in rolling out a fleet maintenance performance management framework with direct responsibility for monitoring workshop performance against agreed targets.				
<p>Prepare and implement the planned maintenance programme and the fleet replacement programme.</p> <p>Issue monthly inspection, service and MOT maintenance schedules.</p> <p>Monitor fleet inventory ensuring that all existing and new fleet items are linked to the scheduled maintenance system.</p> <p>Liaise with Fleet Management Team, ensuring that all existing and new fleet items are linked to the scheduled maintenance system.</p> <p>Programme workshop loading requirements in consultation with Service Users and Workshop Coordinators.</p> <p>Enter all new vehicles and plant details into the Schedule's Maintenance Master File ensuring all new information is accurate. Delete fleet items when required.</p>				

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<p>Ensure that service workshops inspect, service and test fleet items in accordance with Operators' Licence requirements and other statutory legislation.</p> <p>Consult with fleet customers on a regular basis ensuring full understanding of fleet item inspection service, MOT requirements.</p> <p>Administer insurance reports on lifting equipment, workshop equipment and items of plant. Interpret reports and highlight any serious mechanical defects to the Fleet Workshop Manager &amp; Service Manager.</p> <p>Input data into database, file reports and forward a copy of reports to the Fleet Service Manager and Workshop Coordinators for any rectification work in conjunction with the insurance inspector and Risk Management Section.</p> <p>Monitor the insurance inspector's performance to ensure that all items of plant and auxiliary equipment have been inspected and adhere to LOLER and PEWER legislation.</p> <p>Take calls from User Services, Workshops or the DVSA Business Manager for amendments to planned inspection dates for HGV test appointments.</p>				

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Tyre management includes the monitoring of the tyre contract e.g. supplying monthly updates on contract/tyre and husbandry performances with recommendations on types and makes of tyres identified as poor performers, recommending changes where required.			
Conduct audits and periodic checks on a range of activities and preparation of reports to an agreed format and standard, e.g. APSE, DVSA, Internal Audit etc.			
Attending logistics UK/DVSA Forum's/Meetings as required.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Job Title (Specialists Tasks)</b>			

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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

## Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

## Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.