



Role Profile

Fleet Support Assistant

Reference No.	A4864	Type	Individual
Service	AT&E, Environment & Building Services – Fleet Operations		
Job Family	Admin and Clerical 3	Grade	FC3

Purpose

To provide Fleet Management support and undertake fleet administrative duties to enable the Service to deliver professional, high quality and customer focused services.

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

- Liaise with internal customers regarding vehicle and plant hires interpreting their operational requirements and availability.
- Organising delivery and collection with service users.
- Input Supplier hires information to the Fleet Management System.
- Manage pool car wash data.

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

E **D**

- Some experience of working in an office environment. ✓
- 4 Standard /O Grades or equivalent, to include English and Maths ✓
- SVQ Level 1/2 in Administration ✓
- Ability to provide a regular and effective service ✓
- Experience in use of Microsoft Office Word, Excel and PowerPoint ✓

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Liaise with external suppliers and Service Centres to ensure that Tyre Desk jobs are timeously input to the Fleet Management System and that invoices and credit notes are issued and processed for payment in accordance with the recharge timetable and Council requirements.	<p>Working knowledge of Financial Systems</p> <p>Experience of in-house computer packages</p> <p>Experience of financial and management information systems</p> <p>Experience working in an industrial environment or workshop facility</p> <p>Experience in use of Microsoft Office Access and Publisher</p>	√	√ √
<p>Recognising fuel types and tank capacity for sites prior to ordering fuel.</p> <p>Ordering fuel for Fife Council's bunkered fuel sites and arranging and managing site repairs. Administration and maintenance of fuel fob activities.</p>	<p>Good organisational skills with ability to meet deadlines</p> <p>Able to use initiative as and when required</p> <p>Awareness of Health and Safety</p> <p>Ability to use own initiative</p>	√ √	√ √

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<p>Manage incoming/outgoing mail activities for Fleet ensuring important communications are directed to the appropriate person/team timeously.</p> <p>Input and retrieve information on to and from a variety of electronic documents and/or computer systems.</p> <p>Maintain appropriate document/file/information storage and retrieval schemes to allow ready access.</p> <p>Undertake general duties such as, filing, photocopying, and scanning of fleet management information.</p> <p>Updating and maintaining the accident log in the Fleet Management System.</p> <p>Liaising with Risk Management and service users with regard to accident reporting and Council insurance claims.</p> <p>Administer the application and renewal of road fund licences, including liaising with end user(s).</p> <p>Matching orders, hire contracts to invoices making amendments where necessary, ensuring correct financial information is used prior to input to Fleet Management System and the Council purchasing system.</p> <p>Liaise with external suppliers and internal Council services to ensure that invoices and credit notes are issued and processed for payment in accordance with the recharge timetable and Council requirements.</p>	<p>Able to work as part of a team.</p> <p>Good communication skills.</p> <p>Flexible approach</p> <p>Positive attitude to duties of the post</p> <p>Experience of organising meetings, including minute taking.</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p>

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Provide support in any administration area (including workshop stores) ensuring that all transactions, payments, and returns are effectively administered and conform to the Corporate Governance and statutory requirements of the Council.	Good Customer Care skills	√	
	Keyboard skills	√	
	Experience of working in a customer facing environment	√	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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

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.