



Role Profile

Team Manager (Fleet Compliance)			
Reference No.	A5049	Type	Generic
Service	Environment and Building Services		
Job Family	Team Manager 2	Grade	FC9

Purpose
Reporting to the Service Manager, you will take a lead role in managing, developing, and implementing the compliance strategy for Fleet Services within Fife Council. The post-holder will be responsible for overseeing all areas of fleet compliance, ensuring strict adherence to applicable laws, regulations, and safety standards, with a primary focus on developing and maintaining a safe and fully compliant fleet. The post-holder will be responsible for formulating and executing comprehensive policies, procedures, and training initiatives to develop best practices and uphold compliance across the entire Fleet department.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Ensure that all Fleet Services operations within Fife Council adhere to the applicable local, regional, and national regulations, including specific requirements for vehicle licensing, roadworthiness, and environmental standards.
Leading the development and implementation of Fleet compliance policies and procedures. Continuously review and incorporate any necessary changes in legislation, regulations, and best practices at the

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to SCQF level 8, which includes HND SVQ level 4 or equivalent in a Transport related subject.	✓	
Ability to obtain Accredited Vehicle Operator's Licence Standard National qualification within	✓	

E = Essential Criteria D = Desirable Criteria

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<p>national level that may impact the delivery of Fleet Services' functions and activities.</p> <p>Assisting the Service Manager to develop and manage Fleet procurement strategies for the service, ensuring value for money and complying with Council procedures and professional best practice.</p> <p>Manage and coordinate the efficient scheduling of work assignments and resource allocation to ensure a well-structured and timely service delivery.</p> <p>Supervise the development and execution of both the planned maintenance programme and the fleet replacement plan, maintaining a focus on compliance with relevant standards and regulations.</p> <p>Implement safety protocols and procedures, conduct risk assessments, and monitor safety performance to reduce accidents and incidents.</p>	<p>agreed timeframe.</p> <p>Professional Management Qualification e.g., CMI, NEBSM etc.</p> <p>Significant experience in the strategic development and delivery of policies, procedures, and processes in relation to Fleet Services (Take ownership).</p> <p>Significant experience in Fleet Compliance and Service delivery.</p> <p>Extensive knowledge of Fleet legislation and statutory requirements.</p> <p>Considerable experience in a Local Government in a similar role</p> <p>Project Management experience</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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Develop and implement training programmes for fleet staff, drivers, and relevant stakeholders.	Experience in developing and implementing training programmes. Experience of delivering training.	✓ ✓	
Maintain relationships with suppliers, service providers, and contractors to ensure quality service, cost-effectiveness, and compliance with contractual obligations. Taking a lead role in building relationships with Council Services and working collaboratively with them to ensure vehicles meet fleet compliance objectives.	Interpersonal skills Communication skills; verbal and written. Ability to work with all levels of the business, including the senior leadership team when required. Persuasion / Influencing skills, effective organisational skills	✓ ✓ ✓	
Building commercial relationships with identified strategic contractors and suppliers to engage and negotiate with them to help develop innovative solutions to meet the Council's compliance needs.	Knowledge and understanding of the Councils procurement principles, supply chain management, and contractor selection processes. Experienced in contract negotiations, terms and conditions, and contractual obligations.	✓ ✓	✓
Ensuring Health and Safety audits and monitoring protocols are developed, prioritised, and effectively undertaken in line with Corporate/Service priorities.	Experience of developing and conducting compliance audit programmes, inspections, and incident investigations.	✓	

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Take a lead role regarding flexible working arrangements and agreements to ensure minimal impact on service provisions. Support employees by applying people management skills e.g., staff motivation, team building and conflict resolution.	Driving Licence	✓	
Ensure compliance support staff are adequately trained and supported on TRANMAN, Triscan, One World and Crystal Report Writer. Ensure compliance procedures and work instructions are up-to-date and effectively communicated to fleet business support staff.	I.T. skills	✓	
Work within budgetary constraints, monitoring expenditures related to vehicle operations, maintenance, and compliance activities. Identify cost-saving opportunities without compromising safety or compliance.	Awareness of best value and evidence of financial management skills.	✓	
Providing specialised guidance and support in all aspects of fleet compliance, including adherence to regulations and standards.			
Conduct investigations on any incidents involving fleet vehicles, ensuring proper reporting, analysis, and follow-up actions.			

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<p>Act as a representative for Fife Council, fostering positive and productive relationships with other Council Services, Trade Union Service Forums, Partner Organisations, External Bodies, and Agencies. Promote an integrated and collaborative approach to service delivery through effective engagement.</p> <p>Cover as a deputy for the Service Manager when needed, such as during the Regulation and Licensing Committee.</p> <p>Execute any additional management or operational tasks as directed periodically by the Service Manager for Fleet Operations and/or in accordance with Council requirements.</p> <p>Perform additional management or operational duties as assigned periodically by the Service Manager for Fleet Operations and/or as per Fife Council's needs.</p>			
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)			

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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.