



Role Profile

Team Manager (Fleet)

Reference No:	A5047		
Service:	Fleet Services		
Job Family:	Transportation/Roads/Waste	Grade:	FC9

Purpose

Reporting to the Service Manager, you will be responsible for leading, managing, and developing Fife Council's Fleet Services, to provide strategic oversight and management of the council's diverse vehicle fleet. This position plays a central role to ensure the efficient and effective delivery of council services, ensuring that a comprehensive range of vehicles are procured, deployed, and managed to meet the diverse needs of our communities.

The Fleet Team Manager plays a critical role in aligning fleet operations with the council's strategic objectives, optimising resources, and fostering a culture of innovation and sustainability. By leading procurement, and stakeholder engagement, the post-holder will contribute directly to the council's commitment to delivering essential services while upholding safety, environmental standards, and fiscal responsibility.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Collaborating closely with the Service Manager, this role involves actively participating in the formulation and execution of strategic plans tailored to enhance the efficiency and effectiveness of the council's vehicle fleet.	Educated to SCQF level 8, which includes HND, SVQ level 4 or equivalent in a Transport related subject	✓	

E = Essential Criteria D = Desirable Criteria

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<p>Lead vehicle procurement processes, including needs assessment, supplier selection, negotiation, and strategy development, ensuring value for money, and alignment with business, safety, and environmental needs.</p> <p>Develop and manage fleet capital replacement plans, ensuring the procurement process complies with the Council's Financial Regulations, Standing Orders and Scheme of Delegation.</p> <p>Reviewing and implementing, as required, any changes in legislation, regulation and best practice at national level which impacts on the delivery of Fleet Services' functions and activities.</p> <p>Collaborate closely with Service departments and external stakeholders to formulate and execute strategic plans for optimising the council's vehicle fleet efficiency and effectiveness.</p> <p>Manage designated business and fleet programmes, such as fleet capital replacement, management report updates, service feedback review, procurement method assessment, maintenance arrangement review, and fleet system impact analysis</p>	<p>Ability to obtain Accredited Vehicle Operator's Licence Standard National qualification within agreed timeframe. ✓</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 procurement and service delivery. ✓</p> <p>Procurement management and negotiation skills, experience of managing large scale sourcing events. ✓</p> <p>Professional Management Qualification e.g., CMI, NEBSM etc. ✓</p> <p>Extensive knowledge of Fleet legislation and statutory requirements. ✓</p> <p>Project Management experience ✓</p>		
<p>Managing the Procurement of the fleet, including the ability to work with various stakeholders to negotiate with suppliers to meet operational requirements whilst providing best value for the Council.</p>	<p>Interpersonal skills ✓</p> <p>Persuasion / Influencing skills. ✓</p> <p>Effective organisational skills. ✓</p>		
<p>Employ a robust quality control strategy that involves comprehensive vehicle inspections upon receipt, promptly identifying and addressing any discrepancies or concerns with suppliers through proactive collaboration, thus ensuring strict adherence to fleet quality standards.</p>	<p>Experience in managing contractor / supplier relationships, conducting quality inspections, and implementing effective quality control strategies. ✓</p> <p>Knowledge of vehicle specifications, market trends, and regulatory requirements ✓</p>		

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<p>Providing expert advice and supporting council services regards any aspect of fleet procurement activity – operational buying and strategic sourcing activities. This will include developments in new technologies, products, and changes in the market for the specified service.</p> <p>Ensure business support staff are adequately trained and supported on TRANMAN, Triscan, One World and Crystal Report Writer.</p>	<p>Presentation skills (Embrace technology and information)</p> <p>Experience of delivering training.</p> <p>I.T. Skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Provide regular financial reports to senior management, detailing fleet budget status, cost trends, variances, and financial performance indicators.</p>	<p>Communication skills; verbal and written. Ability to work with all levels of the business, including the senior leadership team when required.</p> <p>Report writing skills to effectively communicate information, findings, or recommendations in a clear, concise, and organised manner through written reports.</p>	<p>✓</p> <p>✓</p>	
<p>Analyse financial data to make informed decisions and recommendations.</p>	<p>Strong understanding of financial management, including budgeting and cost control.</p>	<p>✓</p>	
<p>Lead and manage the Fleet Business Team, ensuring optimal performance of staff.</p> <p>Set performance goals, provide coaching and support, and conduct performance evaluations.</p> <p>Oversee team operations to achieve set targets, including staff recruitment, resource allocation, activity prioritisation, leave management, working arrangements, training, and expense approvals. Delegating responsibilities as required.</p> <p>Ensure the future skills and competency requirements of the team are addressed by leading the employee development and contribution management process.</p>	<p>Experience in leadership and management roles, preferably in a related field.</p> <p>Familiarity with conducting performance evaluations, providing constructive feedback, and addressing improvement areas.</p> <p>Managing conflict positively</p> <p>Leadership skills</p> <p>Good organisational management skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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<p>Collaborate with internal departments and external stakeholders to align fleet services with organisational needs.</p>			
<p>Communicate effectively with client services and address any concerns or service requirements.</p>			
<p>Contribute to the development of long-term fleet management strategies and plans.</p> <p>Stay informed about industry trends and best practices.</p>			
<p>Act, when required, as Fife Council's representative, fostering constructive relationships with various stakeholders, including other Council Services, Trade Unions, Partner Organisations, External Bodies, and Agencies. Promote integrated service delivery collaboration.</p> <p>Serve as the deputy for the Service Manager, when necessary, for example, during Regulation and Licensing Committee meetings. Execute additional management or operational duties as assigned by the Fleet Service Manager or as required by the Council.</p>			
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

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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)			
N/A			
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:	Expected Behaviours		
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		

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