

Job Title: Fleet Officer (Compliance)

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| Reference No. | A5054 | Type | Individual |
| Service | Environment & Building Services – Fleet Services | | |
| Job Family | | Grade | FC7 |

Purpose

To assist the Team Manager (Fleet Compliance) in ensuring the highest standards of regulatory compliance, operational excellence, and safety within Fife Council's Fleet Services. Reporting to the Team Manager, the post-holder's primary responsibilities include a range of essential tasks, including overseeing compliance with driver hours regulations, conducting thorough vehicle safety compliance checks, coordinating adherence to environmental standards, delivering training initiatives and executing Council policies and procedures.

The post-holder will contribute to the development and implementation of a robust compliance framework, consistently evaluating regulatory requirements and industry best practices to support the achievement of a safe, efficient, and legally compliant Fleet Service. The post-holder will play a vital role by actively participating in and promoting fleet compliance training initiatives.

| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken: | Range % | Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
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| <p>Ensuring that the Council's fleet operates in accordance with fleet legislation, embracing high standards of regulatory compliance, safety, and environmental sustainability.</p> <p>Ensure the rigorous enforcement of comprehensive safety protocols for drivers, encompassing all aspects of vehicle safety and adherence to established safety guidelines during all fleet operational activities.</p> <p>Ensure the regular inspection of fleet vehicles, confirming they meet stringent roadworthiness standards stipulated by fleet legislation.</p> <p>Actively monitor and verify driver logs, tachograph records, and rest periods to ensure strict compliance with legal limitations on driving hours and mandatory rest intervals.</p> <p>Conducting investigation reports for any incidents involving fleet vehicles, providing detailed analysis of root causes and recommend appropriate corrective measures to prevent future occurrences.</p> <p>Assist in the implementation and monitoring of council policies related to fleet operations, safety, and environmental sustainability.</p> | 30% | <p>Educated to City & Guilds or an SVQ level 3 or equivalent and attainment of a recognised technical, professional qualifications e.g., membership of the Institute of Road Transport Engineers.</p> <p>Knowledge of the specific fleet-related regulations, laws, and standards, including those associated to driver hours, vehicle roadworthiness, safety protocols, environmental requirements.</p> <p>Significant experience in fleet management, compliance, or a related field, preferably within a public sector or large organisational setting.</p> <p>Ability to analyse complex data and regulatory requirements to ensure fleet compliance, identify trends, and recommend appropriate corrective actions.</p> <p>A comprehensive understanding of council policies, regulations, and standards related to fleet operations, safety, and environmental sustainability.</p> <p>Driving License</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> |

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| Facilitating continuous and active communication and collaboration with internal stakeholders within Fife Council, including drivers, fleet management, and other relevant departments. | 5% | Knowledge and experience of networking strategies to establish and maintain relationships with external agencies and regulatory bodies. | | ✓ |
| Foster collaboration with external agencies, regulatory bodies, and partner organisations, adopting a coordinated and proactive approach to compliance. | 5% | Experience in preparing and submitting compliance reports to regulatory authorities, ensuring accuracy and relevance. | | ✓ |
| Develop and deliver training programmes for drivers and fleet staff on regulatory compliance, safety practices, and environmental awareness. | 10% | Experience in developing and delivering compliance training programmes for drivers and staff. | ✓ | |
| Implement and monitor compliance with environmental regulations, including emissions standards and fuel efficiency, to minimise the fleet's environmental impact. | 5% | Knowledge and understanding of environmental regulations, emissions standards, and fuel efficiency requirements, along with the ability to interpret and apply these regulations effectively. | ✓ | |
| Prepare accurate compliance reports, maintaining records, and documenting environmental initiatives and improvements. Assists in preparing for compliance audits, maintains audit documentation, and collaborates during audit processes. | 10% | Verbal and written communication skills to convey compliance requirements, provide guidance, and prepare comprehensive reports. | ✓ | |

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| Developing reports from the fleet management system to assess compliance metrics, safety performance, and maintenance history. | 10% | Experience in the use of associated computerised fleet management system e.g. TRANMAN. | ✓ | |
| Become an engaged and proactive participant in the regular service review meetings, taking a dedicated role in preparing and presenting topics relevant to fleet compliance matters as required. | 5% | Experience in facilitating meetings, including preparing meeting agendas, coordinating logistics, and leading discussions. | ✓ | |
| Supporting budget management by providing data and information for compliance-related expenditures and projects. | 5% | Previous experience in providing support for budgeting processes, ideally within the council, particularly in roles related to financial analysis or budget coordination. | | ✓ |
| Thorough understanding, awareness and recognition of workplace health and safety principles within the operational context of Fife Council. | 5% | Relevant health and safety qualification | | ✓ |
| Lead meetings with fleet stakeholders to record their compliance needs. Communicate findings and subsequent steps in written form. | 5% | ECDL certification or a comparable qualification | | ✓ |
| Analyse weighbridge information and report on any vehicle overloading. | 5% | | | |
| 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 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.