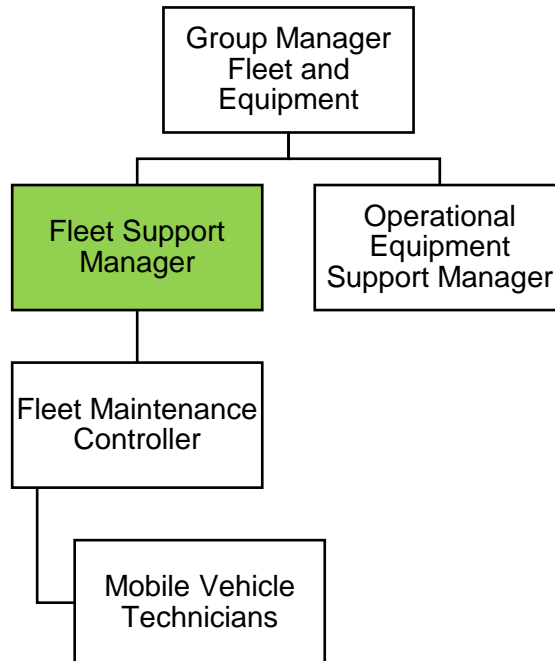


Job Title	Fleet Support Manager		
Post Reference		Temporary/Permanent	Permanent
Grade		Hours	37
Reports to	Group Manager Fleet and Equipment		
Line Management responsibilities (Direct and Indirect)	Direct responsibility for the Fleet maintenance team Indirect responsibility for the Fleet administrator Indirect responsibility for the Operational Equipment team		
Directorate/ Department	Operations and Collaboration		
Location	Headquarters		
Politically restricted	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Main Purpose of the Job			
<p>Work with staff, partners and stakeholders to efficiently and effectively provide a safe, compliant and available vehicle fleet to address Service demands and meet externally set standards, with a specific purpose to:</p> <ul style="list-style-type: none"> • Lead and manage the Royal Berkshire Fire & Rescue Service (RBFRS) Fleet Maintenance Section. • Manage RBFRS fleet availability, meet demand surges and support the efficient and effective deployment of RBFRS fleet resources and assets. • Manage the day-to-day internal operations of the RBFRS fleet, including the operational aspects of the strategically important Fleet Joint Working Agreement (JWA) with Hampshire and Isle of Wight Fire & Rescue Service (HIWFRS). • Manage customer support and be the first point of contact for enquiries to ensure services meet or exceed customers' expectations. • Work with the wider Fleet & Equipment team and frontline teams to support integration of existing assets and that of future capabilities. • Drive a culture of high performance and continuous improvement to ensure the Service has a safe fleet, compliant with relevant regulations. • Ensure, so far as practicable, that the Service has an environmentally sustainable fleet. • Coordinate the specification, procurement, onboarding and disposal of fleet and fleet assets in conjunction with partners. 			

Organisational Structure



Key Responsibilities and Deliverables:

Lead and manage the Fleet Maintenance Section as part of the wider RBFRS Assets Service to ensure delivery of Fleet and Equipment priorities, support a culture of organisational learning and sustain the wellbeing of yourself and others. This role has specific responsibilities to:

- Lead and manage the RBFRS Fleet Maintenance Section, overseeing the efficient and safe running of the entire fleet and deal with additional demands to support operational response.
- Ensure the maintenance of fleet assets is undertaken to necessary standards, providing regular management reports to the GM F&E and Head of Assets.
- Manage the day-to-day operational aspects of the JWA with HIWFRS, to include close co-operation and collaboration with their Fleet Manager and Fleet Compliance Manager.
- Manage budgets related to the procurement, maintenance and modification of fleet assets.
- Implement the RBFRS Fleet Strategy, creating and maintaining plans to meet the goals therein.
- Influence and inform operational planning and future strategic direction.
- Build and maintain strong working relationships with Fleet Services colleagues, partners, stakeholders and customers at all levels.
- Ensure fleet is placed in the most efficient locations and suitable processes are in place to periodically review and update fleet disposition.
- Ensure equality, diversity, inclusion, safety and wellbeing are fully considered in all aspects of the process of providing fleet and equipment.
- Create, manage and maintain all relevant documentation (e.g., policy, procedure, risk assessments, guidance) related to the procurement, management, use and disposal of fleet and fleet equipment.

- Work with the fleet and equipment team and wider stakeholders to specify new fleet and adjustments to current fleet.
- Manage the specification, procurement, commissioning and disposal of fleet and fleet equipment.
- Work with partners to commission and coordinate modifications to stowage on service vehicles.
- Ensure local policies for the equipping of vehicles are maintained and adhered to in line with Service expectations.
- Lead and act as the point of contact for suppliers and principal stakeholders during fleet build and commissioning process.
- Ensure training requirements for new fleet and fleet equipment are identified and addressed.
- Develop, manage and maintain fleet and equipment asset database.
- Ensure that fleet and equipment records are up to date.
- Ensure the fleet maintenance is optimised and coordinated with external partners and internal maintenance teams.
- Manage the sharing of data and flow of information across fleet, suppliers, clients and other external stakeholders and present fleet and equipment data to a variety of audiences.
- Work directly with users to identify and implement service improvements.
- Use available data sources to analyse, translate and present data to drive fleet efficiency and inform decision making.
- Use appropriate data to improve fleet and equipment performance and compliance.
- Ensure that data sources evolve with changing technology and operating conditions.
- Maintain fleet and equipment records, challenging performance and availability issues to ensure optimal service levels and ensure correct accountability and governance processes.
- Deliver to agreed Service Level Agreements and Key Performance Indicators
- Support the wider fleet team to develop innovative operational improvements and services to ensure a more efficient and environmentally sustainable vehicle and equipment fleet.
- Monitor and ensure compliance of standards in line with local policy, industry standards and health and safety regulations e.g., driver qualifications, dangerous goods and environmental standards.
- Maintain departmental business continuity plans and develop event specific plans to provide fleet and equipment outside Business-as-Usual arrangements.
- Take responsibility for the efficient provision of fuel (of all types) and develop strategies to reduce fuel use.
- Work with partners and stakeholders to reduce the carbon footprint of fleet and fleet equipment.
- Provide resilience to the fleet and equipment team.
- Take responsibility for personal development and keep up to date with relevant standards and legislation.

Person Specification

Qualifications and training	On recruitment	After Training
Minimum NVQ L3 in vehicle maintenance	X	
NVQ L4 in an appropriate discipline		X
IOSH Managing Safely	X	
Membership of a relevant fleet or equipment professional body (e.g., SOE, IRTE, FTA)	X	
Organisational policies and impact e.g., driver / vehicle policy / DVLA / VOSA Entitlements		X
FRS-specific vehicle and equipment technical specifications and duties, deployment suitability and equipment implications		X
Fleet and equipment business continuity planning and operational support		X
Fleet and equipment costing model (forecasting and in-year management)		X
Dangerous Goods Regulations		X
ILM Level 5		X
Fleet and Equipment Asset Management systems		X

Knowledge, skills and experience	On recruitment	After Training
Experience in fleet and equipment operations practice and procedure, particularly HGV and light vehicle maintenance and management.	X	
Able to lead both small teams and wider organisational groups through dynamically changing circumstances and change.	X	
Self-motivated and proactive; able to prioritise workload according to conflicting demand.	X	
Practical understanding or willingness to learn vehicle technical specifications and duties, deployment suitability and equipment implications.		X
A strong team working ethic with a willingness to provide support to others where needed.	X	
Flexible approach to thinking; willingness to apply new methods of working and implement new processes to meet changing circumstances and support continuous improvement.	X	
Strong written and verbal communication skills and an ability to engage positively with partners and stakeholders. Able to communicate new ideas, processes and procedures to a wide range of audiences.	X	
Make evidence-led decisions quickly based on a range of factors and within an agreed level of responsibility and clearly communicate that decision to others.	X	

Able to work under pressure and to tight deadlines with an ability to change priorities quickly and with minimal direction.	X	
Practitioner level on ICT systems, particularly Excel, with an understanding of translating data for presentational purposes.	X	
Ability to analyse and translate data.	X	
Ability to plan, monitor and deliver to a high standard.	X	
Policy and procedure development.		X
Develop and maintain project documentation and provide relevant information and updates as required.	X	
Asset management processes and database management.		X

<p>Other Requirements</p> <ul style="list-style-type: none"> • Ability to travel to other locations within the county of Berkshire or other locations on a temporary basis for meetings, training, etc. • Flexible approach to working hours and attendance, including potential on-call activity and an ability to attend meetings out of hours on occasion.

<p>RBFRS Behaviours</p> <p>RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below:</p> <ul style="list-style-type: none"> • Leading Yourself <input type="checkbox"/> • Leading Others <input checked="" type="checkbox"/> • Leading the Function <input type="checkbox"/> • Leading the Service <input type="checkbox"/> 	
Personal Impact	<p>Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS Code of Conduct and related policies.</p> <p>Take responsibility for your own performance (including personal fitness) and participate positively in development activities.</p>
Working Together	<p>Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.</p>
Delivering Quality and Service	<p>Treat members of the public with respect.</p> <p>Respond to the different needs of individuals and groups within the organisation and in the community.</p>
Organisational Effectiveness	<p>Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour.</p> <p>Demonstrate commitment to helping the service achieve its corporate commitments and vision.</p>

ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Health, Safety and Wellbeing	Practice and promote the Service’s policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.
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Profile prepared by:	GM Rob Read		
Approved by:	Paul Brooks, Head of Assets (Estates, Fleet & Equipment)		
Profile effective from:	06/06/2024	Last reviewed:	
Post holder name:		Signature:	
		Date:	