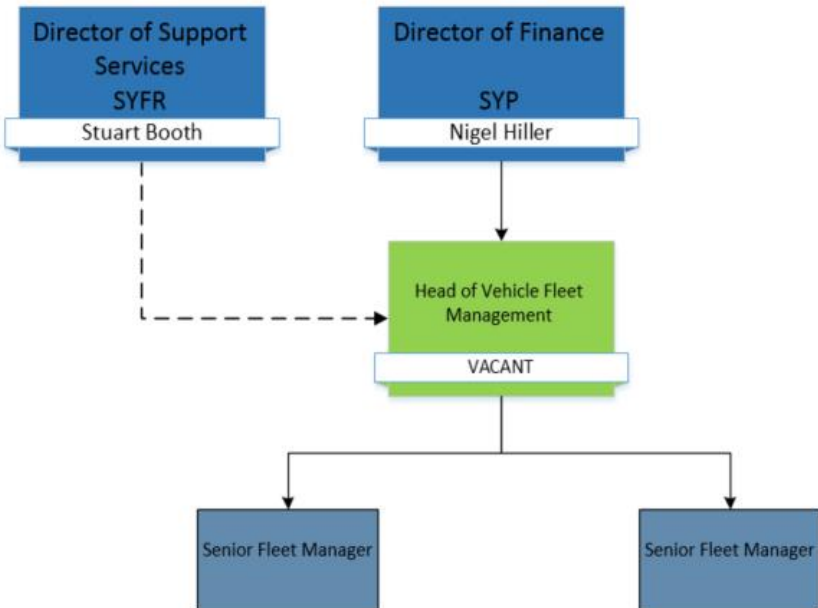


Role Title:	Department/Team:
Head of Joint Vehicle Fleet Management	South Yorkshire Fire and Rescue & South Yorkshire Police
Reports to (Manager's title):	Location:
Director of Finance (SYP) & Director of Support Services (SYFR)	Churchill Way
Last update (Date):	Role Reference No:
January 2018	
The purpose of the role is to:	
<ul style="list-style-type: none"> • Lead and develop a cost effective, efficient and resilient fleet management, technical and engineering services to the Force and to the Fire Service. • Provide strategic oversight and management of all aspects of this key enabling function to support the organisational objectives of both services. 	
The role fits in the organisation here:	
 <pre> graph TD DS[Director of Support Services SYFR Stuart Booth] -.-> H[Head of Vehicle Fleet Management VACANT] DF[Director of Finance SYP Nigel Hiller] --> H H --> SFM1[Senior Fleet Manager] H --> SFM2[Senior Fleet Manager] </pre>	

Key facts and figures about the role:

- Running a fleet of circa 900 vehicles, 200 bicycles and 900 items of plant and equipment circa with a Corporate asset value of between 10 and 15 million.
- Income generated from internal lease £2 million
- Total revenue budget £3 million
- Leadership of 54 staff, including workshops led by 2 Senior Fleet Managers and their teams

The role's key relationships:

- Performance and change management of direct reports and the group of staff.
- Regular interaction with a wide range of senior colleagues and other members of staff, including negotiating requirements and service levels.
- Regular interaction with the Office of the Police and Crime Commissioner and the Fire Authority to agree strategic direction of the service provision.
- Representative relationships within regional and national groups to promote the requirements of the Force and the Fire Service.
- Negotiation with suppliers and contractors.

The role is accountable for:

- Leading the formulation and implementation of the fleet's vision, strategies and objectives to ensure overall Force and Fire Service vehicle efficiency, effectiveness and compliance.
- Providing strategic management advice to the Force and the Fire Service. Including guidance, information and reporting to the Strategic Board and operational clients.
- Developing and maintaining effective working arrangements and relationships with professional peers on national and regional specialist forums, in order to achieve the benefits of shared planning, procurement and deployment of resources.
- Leading, motivating and developing employees throughout the fleet function to enable their performance.
- Directing the delivery of the fleet sub functions (administration, vehicle maintenance, body shop, fuel supply, driver services) in order to provide excellent customer service to support effective Force and the Fire Service operations
- Managing and security of all Stock and Stores.
- Recommending appropriate budgets, organisational structures and processes to meet the requirements of the fleet's functions in line with overall resources.
- Leading on the specification, sourcing, procurement and sale of vehicles to ensure suitable vehicles are available for effective operations.
- Providing fleet expertise to lead on project and incident based initiatives.
- Ensuring compliance with relevant legislation. Identifying operating standards and ensuring that professional practice is maintained.
- Identifying and develop collaborative and partnership opportunities at a strategic level to maximise effectiveness and efficiency of service delivery.
- Delivering effective budgetary and procurement management in line with the Force and the Fire service corporate governance requirements.
- Develop and maintain an appropriate Performance Management System in line with professional standards and following industry best practise.

- Have oversight for the procedures involved with the accident damage to vehicles, appliances and equipment and related assessments for insurance and repair purposes in conjunction with the relevant parties.
- Management of the vehicle motor policy in conjunction with the relevant parties.

Additional Information

- The role is a composite of managing a specialist vehicle sourcing and preparation/maintenance service and managing the administrative internal lease arrangements of the Force.
- Additionally the function runs the Force's internal driver section that is used for a range of operational support purposes (e.g. secure couriership of people and specialist goods).
- Operational leaders specify vehicle requirements in the context of budget, national guidelines and organisational policy.