

|  |
| --- |
| JOB IDENTIFICATION |
|

|  |  |
| --- | --- |
| Job Title: | Transport Fleet Officer |
| Responsible to (insert job title): | Systems and Performance Manager |
| Department(s): | Soft Facilities |
| Directorate: | Facilities |
| Site location: | Based at Royal Victoria Hospital, Tayside-wide remit |
| Job Reference: | Sc06-3319CP |
| No of Job Holders: | One |
| Last Update (insert date): | October 2024 |

 |

|  |
| --- |
| 2. JOB PURPOSE |
| To develop and implement policy and strategy for transport fleet services across NHS Tayside, taking cognisance of local and national sustainability agendas.To manage and organise the maintenance of NHS Tayside vehicles from procurement to disposal, ensuring the cost to NHS Tayside is minimised.To develop working relationships with NHS Tayside staff and influence departments in the economic and safe practices associated with transport.To hold the Operator’s License, allowing NHS Tayside’s transport fleet to operate within all current legislation and good practices.Ensuring all drivers are suitably qualified and providing training where necessary to ensure drivers are operating with the current legislation. |

|  |
| --- |
| **3. DIMENSIONS** |
| Fleet Management has a Tayside wide remit. The post holder will provide a comprehensive professional and technical service for NHS Tayside’s fleet of approximately 250 vehicles, comprising of commercial vehicles, cars, agricultural vehicles and tugs deployed across clinical and support services.   **Fleet Management Budget**Post-holder is an authorised signatory for:Revenue budget: £0.67mCapital Budget: c. £0.25m to £0.4m (For Replacement Programme) |

|  |
| --- |
| 4. ORGANISATIONAL POSITION |
|  |

|  |
| --- |
| 5. ROLE OF DEPARTMENT |
| The post holder is responsible for appropriate management arrangements under the following:Ensuring the fleet meets the legal requirements for road worthiness and appropriate arrangements are in place for the Operator’s License.Ensuring appropriate arrangements are in place for driver training to meet statutory requirements.To ensure that NHS Tayside fleet is appropriate and is deployed efficiently.Advising on fleet replacement and disposal.Maintain and develop the NHS Tayside Transport Fleet to ensure a functional efficient and well-maintained Fleet, aligned with governmental decarbonisation strategies.

|  |
| --- |
| 6. KEY RESULT AREAS |
| Vehicle Management1. Develop, monitor, maintain and update all vehicle service use in accordance with agreed service standards, national and local strategies, identified best practice and legal requirements. Monitor maintenance and statutory requirements of the fleet, providing feedback to Heads of Department in areas where maintenance schedules or statutory requirements are overdue thus ensuring that NHS Tayside complies with its legal duties. In particular, the postholder will operate as a ‘transport manager’ to ensure NHS Tayside’s compliance with the statutory guidance associated with the Operator’s Licence.
2. Operationally lead the fleet vehicle replacement programme: identify vehicles for replacement and subsequently make recommendations regarding vehicles to be replaced and costs for replacement for onward reporting. Liaise with departments to develop the specifications of new and replacement vehicles and vehicle modifications to ensure vehicles are fit for purpose, and order through procurement department all NHS Tayside vehicles and dispose of same when beyond economical repair.
3. Maintain and develop the NHS Tayside computerised fleet maintenance management database providing a central information base on vehicles and vehicle maintenance. Lead on the implementation and maintenance of NHS Tayside’s vehicle telematics system, generating data and reports for the organisation as required.
4. The post holder is required to maintain the physical asset register of the Fleet by registering and disposing vehicle assets. Provide regular reports to the NHS Tayside’s Asset Manager in relation to NHS Tayside’s fleet of vehicles.

Financial Control1. Contribute to the development of business cases and capital vs lease option appraisals for all new and replacement fleet vehicles.
2. Participate in benchmarking exercises, identifying and analysing fleet management and maintenance costs to drive down costs and ensure the fleet is operating efficiently. Collate data for onward reporting as appropriate.
3. Obtain tenders for vehicle maintenance services and ensuring service level agreements are in place, updated as required and adhered to. Monitor and process all invoices ensuring accuracy, value for money and satisfactory completion of work. Ensure compliance with standing financial orders.

 Environmental Management1. Operational lead for decarbonisation of NHS Tayside’s fleet vehicles aligned with governmental sustainability strategy and objectives.
2. Provide expert advice and guidance to departments in procuring electric vehicles that are fit for purpose and maximise cost efficiency, taking cognisance of range and technical requirements.
3. Work closely with National Fleet Support Unit, Transport Scotland, Lease Company Business Managers and Manufacturers to be fully aware of emerging electric vehicle technology and improvements to electric ancillary equipment.
4. Working with project managers and contractors, ensure NHS Tayside has appropriate charging infrastructure in place for fleet electric vehicles. Implement, maintain and monitor NHS Tayside’s electric vehicle charging units and charge cards through the ChargePlace Scotland back-office function.

 Quality Performance1. Ensure that NHS Tayside complies on an ongoing basis with the requirements of the Office of the Traffic Commissioner – Scotland, Driver & Vehicle Standards Agency and other relevant legislation.
2. Ensure observation of Health & Safety regulations and safe working practices in relation to fleet, e.g. COSHH, Dangerous Goods, Risk Assessments, Waste Management etc. Liaise with the appointed Dangerous Goods Safety Advisers for NHS Tayside for audits and any resulting recommendations.
3. Ensure all data capture for local and national systems is consistent, accurate and is presented timeously to key stakeholders and supports analysis, interpretation and comparison of data.

**Induction Standards and Code of Conduct**Your performance must comply with the national mandatory Induction Standards for Healthcare Support Workers in Scotland 2009, and with the Code of Conduct for Healthcare Support Workers.To support NHS Tayside’s values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes. |

 |

|  |
| --- |
| 7a. EQUIPMENT AND MACHINERY |
| Personal Computer, laptop computer and smart phone with software packages including Word, Excel and PowerPoint, to produce reports, spreadsheets for statistical returns and hold information on database.The post holder will be required to drive a variety of fleet vehicles of different specifications. This will mostly be moving cars (including electric models) between NHS Tayside sites or delivery to /collection from vehicle repair contractors.For electric vehicles, there is a requirement to use the associated charging points to ensure the vehicles have sufficient charge to undertake journeys. |
| **7b. SYSTEMS** |
| The post holder is required to operate and use the following IT/software systems, routinely and on a frequent, daily basis:Software packages including Word, Excel and PowerPoint, to produce reports, spreadsheets for statistical returns and hold information on database.Internal NHS systems (e.g. eExpenses, NHSMail, DATIX, PECOS, TURAS)National fleet-specific systems (e.g. Questar and Tranman Fleet Management Systems, Motor Insurance Database, DVLA website, Optac 3 [tachographs]) – for local and national data reporting and analysis.**RESPONSIBILITY FOR RECORDS MANAGEMENT** All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2010. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |

|  |
| --- |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder shall be responsible for the day-to-day operational decisions with a high level of autonomy regarding the Fleet Maintenance operations and is free to act on these decisions. The post holder’s time is apportioned across the above duties as required in reflection of current and emerging issues. All decisions and solutions are governed by relevant regulations and Fleet Management Principles and Standing Financial Instructions.The post holder shall be directly responsible to the Systems/Performance Manager (Soft Facilities), who will undertake review of performance in the post through the agreement of performance objectives and formal annual appraisal. The Systems / Performance Manager will undertake more frequent informal reviews of current developments and progress on major issues on an ongoing basis. |

|  |
| --- |
| **9. DECISIONS AND JUDGEMENTS** |
| As above, the post holder shall be responsible for the day-to-day operational decisions with a high level of autonomy regarding the Fleet Maintenance operations and is free to act on these decisions. The post holder is expected to function as a source of expertise and advice for staff and managers at all levels.Development of strategic plans and business cases will be undertaken in conjunction with the post holder’s line manager.The post holder will participate in tendering exercises in conjunction with the Procurement Department to decide which contractors will be awarded vehicle and maintenance contracts within the parameters of the Standing Financial Instructions. |

|  |
| --- |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Development and maintenance of the NHS Tayside fleet decarbonisation programme.Ensuring a cost-effective transport fleet is available to underpin and facilitate the delivery of clinical and support services within tight budgetary constraints. Ensuring vehicle maintenance and repairs are progressed timeously, noting the current challenges with regard to electric vehicle servicing networks.Managing fleet vehicles based at sites across a wide geographical area in Tayside.Ensuring staff and managers are aware of and monitoring compliance with all relevant legislation and local processes in relation to use and maintenance of fleet vehicles. |

|  |
| --- |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The postholder must be able to communicate at all levels of the organisation through oral, written and IT methods. Strong motivational, negotiating and skills of persuasion are essential.Frequent communication with staff and managers at all levels throughout NHS Tayside to provide specialist fleet advice and communicate fleet and driving-related regulations, policy and procedures, adapting the messaging for a non-technical audience as required.External communication with contractors under contract for vehicle maintenance throughout Tayside.External communication with Health Facilities Scotland, National Procurement and other national agencies for the purpose of benchmarking, regulatory queries and developing national contracts.External communication with specialist contractors to control the coach building of specialist vehicles, installation and maintenance of electrical charging infrastructure etc.External communication with the Office of the Traffic Commissioner – Scotland in respect of any queries or infringements which may impact on the Operator’s Licence for NHS Tayside. |

|  |
| --- |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| The post requires continuous mental effort due to the number of different departments throughout Tayside that the post holder is in communication with. This requires the post holder to deal with and help resolve a wide range of issues relating to the maintenance of the Fleet. These issues and challenges often arise within a short period of time.The post holder must be able to drive a range of fleet vehicles (mostly cars and occasionally small vans) across Tayside and on occasion across Scotland. This may occasionally (2 or 3 times per month) involve driving distances of up to 100 miles per day.The post holder may be from time to time (monthly) carry out physical inspections of vehicle, this may be during periods of inclement weather. The post holder can occasionally (a few times per year) be exposed to verbal aggression by other road users. |

|  |
| --- |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| The post holder shall hold an SCQF level 7 or equivalent in a business-related subject or have gained equivalent experience in a work setting.The post holder should possess Transport Manager Certificate of Professional Competence (CPC). (NHS Tayside must have at least one person to hold this).Knowledge of national and local sustainability agendas and how these impact on vehicle fleet operations, as well as knowledge of technological advancements in fleet decarbonisation.Post holder will preferably have working experience of Vehicle Fleet Operations.Excellent communication skills, both written and verbal. Ability to deliver effective presentations at all levels and influencing skills.Due to the geographical area covered, the post holder will be required to have a valid driver’s licence and be able to drive between sites to facilitate delivery / collection of vehicles (cars).Experience of formal report writing and/or developing business cases. Post holder should possess or be willing to work towards gaining knowledge of health and safety factors applicable to vehicle operations.Committed to further training to improve management and personal skills. |

|  |
| --- |
| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder’s Signature: Head of Department Signature:  | Date:Date: 15/10/24 |