

JOB DESCRIPTION

JOB TITLE: **FLEET & PLANT SUPERVISOR**

DEPARTMENT: **C~URB PROPERTY MAINTENANCE
(PLANNED)**

PURPOSE OF THE JOB:

The post holder will oversee all aspects of operational management for Curbs' Fleet & Plant supporting business continuity and maintaining asset compliance. This crucial operational position ensures the safe, compliant, and efficient maintenance of a diverse fleet and plant that is essential for delivering frontline services.

As part of a rapidly growing business area, the Fleet & Plant Supervisors will be required to develop and implement strategies that provide a cost-effective and fully compliant operating model, focusing on fleet compliance, vehicle and plant maintenance, and effective plant utilisation.

This role will assist the Planned Maintenance Delivery Manager and work closely with colleagues and partners to advance and realise our goals, business objectives, and environmental ambitions.

CORE SERVICE AREAS AND BUSINESS ACTIVITIES:

- Fleet operation & compliance
- Plant & Equipment management & compliance
- Framework/Supplier contract(s) management.
- Budget management and control
- Develop sustainable strategies for the service area

MAIN AREAS OF RESPONSIBILITY / TASKS:

The role involves providing technical and managerial expertise across all facets of operational Fleet & Plant services, ensuring that vehicle fleet and transport needs and compliance are adequately addressed to meet diverse requirements. You will also strive to ensure that all plant and equipment is properly acquired, utilised, maintained, and recorded.

A comprehensive strategy is essential for achieving financial advantages through fleet optimisation and vehicle acquisition while advancing the C~urb's objectives to minimise our environmental footprint and collaborating closely with colleagues and partners to further our goals.

Evaluating fleet utilisation and telematics, collaborating across departments, and enhancing compliance and driving practices will be integral to this position. Effective budgetary and performance management and the ability to meet applicable statutory obligations are crucial.

STRATEGIC

- Develop, agree on, and implement robust policies, standards, systems, and processes to ensure ongoing compliance and deliver a cost-effective, timely, and compliant Vehicle and Plant fleet.
- Develop and implement strategies to maximise utilisation, resulting in a lean, yet highly utilised plant fleet.
- Support and forecast financial budget responsibly, demonstrating an understanding of risks and opportunities.
- Drive continuous improvement by monitoring own and supplier performance, seeking stakeholders' views and taking appropriate actions based on the information obtained
- Provide practical support and leadership in delivering corporate ambitions for reducing carbon emissions and the negative environmental impact of transport and fleet management.
- To manage and control budgets within areas of responsibility and prepare and present management information and reports as required, including monitoring costs and charges.
- Provide monthly reports for senior managers identifying all maintenance and inspection activity carried out on all construction plant, equipment, and pool vehicles to ensure C~urb fully complies with government and organisational legislation.
- Responsible for maintaining accurate maintenance records for all vehicles, construction plant and equipment; ensuring compliance with all statutory requirements is met and maintained.
- Advise on new asset procurement and coordinate asset lifecycle plans

OPERATIONAL

- Support the Planned Maintenance and Delivery Manager in monitoring key deliverables within primary business activities to ensure delivery targets are met
- Continuously monitor the profile of our Plant fleet, building in-depth knowledge of Plant requirements and usage. Develop and implement strategies to maximise utilisation, resulting in a lean, yet highly utilised plant fleet.
- To maintain, develop and implement new and future business-related processes & procedures, aligning with Link Group and C~urb policy.
- Using business tools to assess performance against key metrics, provide key business insight to business & resource planning under the optimisation banner.
- Drive operational efficiency in monitoring the usage, costs, savings, expenditures, fuel use, and carbon emissions for all construction plant, equipment, and pool vehicles.

- Ensure programme for property inspections, site audits, and health and safety assessments to identify repairs and maintenance work. Ensuring equipment checks, servicing, and repairs are completed effectively

GENERAL

- Provide specialist advice to influence decision making and/or development of vehicle and plant design solutions in line with the application.
- Employ a leading practice approach through keeping in touch with the latest developments in the industry and across companies, in compliance and maintenance management and associated legislation to make supported recommendations for
- Manage and develop key stakeholder relationships to improve business performance.
- Provide leadership and development to team members.
- Attend and contribute to department meetings as part of the Service Area and core business activities.
- To adhere to and ensure staff compliance with all group and partner policies, rules and the Code of Conduct.
- To comply with the Health and Safety Policy, reporting any matters of concern to the Health and Safety Officer, the Representatives or the line manager
- Ensuring all activities under Fleet & Plant are by C~urb's ISO (9001, 14001 & 45001) accreditation, best practice and in alignment with industry standard
- To actively promote the Equity, Diversity & Inclusion Policy and practice in all aspects of the job role as it relates to colleagues, tenants, service users, contractors, consultants and external agencies
- To ensure that all data within the remit of the postholder's responsibility is held in accordance with data protection legislation and Link's information management protocols.
- To carry out other duties which may be required to meet the needs of the job / or C~urb

ACCOUNTABILITY

The Fleet and Plant Supervisor is accountable to the Planned Maintenance Delivery Manager.

LINE MANAGEMENT AND RELATIONSHIPS:

The postholder will hold line management for the Fleet & Plant Officer(s) post and associated business support staff as part of the Fleet & Plant team under the C~urb Planned Maintenance department.

The role will provide key support in the delivery of the relevant business objectives, in collaboration with wider Curb Property Maintenance resources and other key internal stakeholders, focused on building effective business partnerships with:

- Curb Property Maintenance teams
- Curb Property Maintenance senior management
- Framework partnerships
- Contract Suppliers/Providers
- Group Health & Safety team
- Group Finance and Governance departments
- Associated Regulatory bodies and/or organisations
- Frontline services

PERSON SPECIFICATION

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE
HND/ Bachelor's degree in logistics, transportation management, business administration, or a related field relevant to the role (or relevant industry experience)	√	
NVQ Cert/Diploma in Construction Plant or machinery maintenance (or relevant industry experience)	√	
KNOWLEDGE / EXPERIENCE & SKILLS		
Relevant previous experience in fleet management, logistics or transport	√	
Previous experience in plant and equipment safety management, including industry knowledge/awareness	√	
Understanding of UKSA ISO accreditation and applications related to services, including certification, testing, inspection, calibration, validation and verification. (9001/14001/45001)		√
Experience of managing resources within budget	√	
Extensive knowledge and awareness of relevant health and safety requirements and an understanding of legislation and how both impact on work and customer requirements.	√	

Leadership and line management experience, with the ability to manage multiple stakeholders, schedules, and compliance requirements.	√	
Contract management skills	√	
Experience in maintaining statistical, regulatory and legal records in both manual and electronic systems	√	
Experience in planning and management of work packages and programmes	√	
Ability to analyse data related to fleet performance and make informed decisions to improve efficiency.	√	
Experience of delivering services against a range of key performance indicators, including contract and framework agreements	√	
Knowledge of and commitment to excellent customer service – including complaints handling & management	√	
Excellent written and verbal communication skills	√	
Demonstrable knowledge, understanding and application of software packages including Microsoft Word and Excel (Projects/BI/365) for performance delivery and contract management	√	
Experience of fleet/plant management software and reporting tools	√	
Experience of using Housing Management IT systems		√
Excellent organisational skills with flexibility to provide a proactive and responsive service	√	
Accomplished time management skills and ability to prioritise, track deadlines and plan effectively.	√	
Full UK driving licence and access to own vehicle for work purposes	√	

COMPETENCY MANAGEMENT FRAMEWORK	(ALL ESSENTIAL) ASSESSED AT INTERVIEW
<p>COMMUNICATION</p> <p>Communicates ideas and information effectively, both verbally and in writing, ensuring messages are clear and understandable. Shares information openly and encourages a two way dialogue. Use appropriate language and style that is both relevant to the situation and to the people being addressed.</p>	
<p>CUSTOMER CENTRED APPROACH</p> <p>Puts the person at the heart of the service and is able to understand both internal and external customers and service users' needs. Recognises that customers and service users are unique. Takes personal responsibility for securing the satisfaction and well being of customers and service users. Shows perseverance and innovation in resolving problems. Encourages and maintains open, positive relationships with a wide range of people. Listens and communicates assertively to ensure mutual understanding.</p>	
<p>INNOVATION</p> <p>Constantly strives to evaluate, question and improve how things are done. Views improvement as a continuous process. Creatively explores and applies innovative approaches to improve the quality and delivery of services.</p>	
<p>WORKING TOGETHER</p> <p>Willingness to participate and contribute effectively to the team effort. Will put own interests aside when appropriate to meet the needs of the team.</p>	
<p>LEADERSHIP</p> <p>The ability to lead, inspire and encourage others to meet business objectives whilst providing a clear vision and sense of purpose in all activities. Actively participates and contribute towards Project Teams, Committees and other working groups. Is supportive of colleagues, including secondees, placements and new employees.</p>	
<p>PERSONAL EFFECTIVENESS</p> <p>Takes personal responsibility for making things happen and achieving results. Presents ideas clearly and persuasively. Willing to take responsibility in challenging circumstances or when things go wrong. The ability to recognise and control own emotions and to respond to situations objectively, even when under pressure. The self-confidence and flexibility to adapt own response to suit the needs of the situation or to respond flexibly depending on the other persons approach.</p>	
<p>PROBLEM SOLVING AND REASONING</p> <p>The ability to identify and resolve problems by gathering and analysing information from a range of sources, and make informed and effective decisions. Draws appropriate conclusions and considers the consequences of these decisions. Willingness to participate and contribute effectively to the team effort. Will put own interests aside when appropriate to meet the needs of the team.</p>	
<p>INFORMATION SYSTEMS</p> <p>A functional understanding of Link's core information communication technology – including Microsoft Office, File Stream systems and department I.T systems. Ability to access and use personal computer software for effective communication and the management of information. Has a basic knowledge of PCs, including keyboard skills and will take active steps to update personal computer literacy skills and to support others when required.</p>	

SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT

This is a summary of the general terms and conditions of employment of C-urb 6 Limited employees. Those quoted apply to full-time posts and part-time staff will be eligible to receive the same employment terms on a pro-rated basis. Employees on fixed term contracts are also eligible, subject to the restriction of their contract. An individual contract may determine additional terms particular to that appointment and employees should also refer to their own contract of employment.

Hours	35 hours per week, normally worked 09:00 – 17:00 Monday to Friday, however flexible working will be considered.										
Contract	Permanent.										
Location	This post will be based at Link’s Falkirk office.										
Salary	<p>Salary will be dependent on skills and experience. Salaries are paid on the last Friday of each month.</p> <p>Progressing through the salary range will be determined by an assessment of individual performance against an agreed Job Plan and following a recommendation made to the Management Team at each performance year-end.</p> <p>An Inflation-Related Pay Award is normally awarded annually in April.</p>										
Annual Leave	Annual leave is equal to 35 days per year (including public holidays), rising to 40 days. Annual leave will be pro- rata for part time staff.										
Pension	<p>Link is required by law to automatically enrol eligible employees to its pension scheme. Auto-enrolment rates from 1 April 2019 are:</p> <p>Link: 5% of basic salary Employee: 3% of basic salary</p> <p>Employees can opt to increase their contributions:</p> <table><tr><td>Employee:</td><td>4%</td><td>5%</td><td>6%</td><td>7%</td></tr><tr><td>Link:</td><td>6%</td><td>7%</td><td>8%</td><td>9%</td></tr></table>	Employee:	4%	5%	6%	7%	Link:	6%	7%	8%	9%
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Link:	6%	7%	8%	9%							

Life Assurance	Link provide a Death-in-Service Benefit Scheme [subject to eligibility], providing beneficiaries with up to the value of four times your annual salary.
Travel	Authorised out of pocket travel expenses are reimbursed. Business car miles rate is currently 45p per mile. Authorised passenger rate is currently 5p per mile.
Flexible Working	The Group and its subsidiary companies offer a flexible working arrangement [flexi-time].
Probationary Period	All new employees are required to complete a 6-month probationary period.
Support and Supervision	All staff will participate in our Performance Management System, which includes at least three formal Review Meetings with your line manager.
Smoking	All Link group offices operate a NO SMOKING POLICY. Dependant on your role, you may have to work with people who use our services where there could be an exposure to passive smoking.
Health & Safety	Link promotes a healthy working environment and achieves this aim by supporting an active, staff-led Health and Safety Committee.
Health Care Cash Plan	A non-contributory Healthcare Cash plan scheme for employees and children under 18 years old. [Option to include partners]