

Contract Manager Fleet, Plant and Materials		Role Profile
Department		Property and Assets
Responsible to		Senior Business Improvement Manager
Responsible For		Business Support Officer
<p>Role Purpose</p> <p>This role is based within the Property and Assets Directorate and it supports and enables operational service delivery to WCHG customers.</p> <ul style="list-style-type: none"> • Overall management of the WCHG fleet in partnership with drivers and line managers, to ensure operational efficiency and maximisation of fleet utilisation in support of corporate priorities. • Line Management of the Business Support Officer. • Management of all risks associated with the WCHG fleet, including compliance with all relevant legislation and adherence to policy, process and procedures. • Ownership and management of the of the WCHG Plant and Equipment Asset Register, including processes to ensure effective procurement, registration and disposal of equipment and assets. • Responsible for the stakeholder relationship and contract management of the material supply merchant. 		
<p>Goals and success measures include:</p> <p>Short Term:</p> <ul style="list-style-type: none"> • All WCHG fleet drivers are eligible and fit to drive • All WCHG fleet vehicles are compliant, roadworthy and regulatory documentation is in place • All accidents and incidents involving Fleet Drivers and/or Fleet Vehicles are reported & monitored • Plant and Equipment Asset Register in place • Contract Management process agreed with material supply merchant <p>Medium Term</p> <ul style="list-style-type: none"> • Updated Driving for Work and fleet management procedures • Effective driver induction and training programme • Data analysis reporting on fleet performance including vehicle telematics, performance of lease and insurance claims • Management framework in place to govern the materials supply contract. • Reporting in place to monitor and demonstrate performance against the materials contract <p>Long term</p> <ul style="list-style-type: none"> • Improved fleet driver and line manager satisfaction with fleet management. • Improved driver behaviours leading to a reduction in insurance claims • Accurate van stock levels reported at year end stock take. • Effective management and mitigation of all assigned risks • Delivery of value for money and efficiencies from the fleet and material supply contracts 		
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • WCHG fleet management - vehicles and driver compliance, policy and procedures and stakeholder communication, van stock levels. • Risk management of WCHG fleet and Drivers. • Contract and performance management, including data analysis, of fleet and material supply contracts. 		

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| <ul style="list-style-type: none">• Procurement, registration, issue and disposal of all plant and equipment.• Line management of Business Support Officer |
| <p>What you need to be successful in this role:</p> <ul style="list-style-type: none">• Knowledge/Experience of fleet management• Data analysis and reporting skills• Risk management experience• Line management experience• Stakeholder management skills• Written and verbal communication skills |