

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

- Procurement, registration, issue and disposal of all plant and equipment.
- Line management of Business Support Officer

**What you need to be successful in this role:**

- Knowledge/Experience of fleet management
- Data analysis and reporting skills
- Risk management experience
- Line management experience
- Stakeholder management skills
- Written and verbal communication skills