

Job Description

Fleet/Workshop Officer (Fleet Technical Officer)

Reference: 2394

Date: April 2026

Job Family:	Transport and Neighbourhood Management/Highways and Transport Operations
Level:	2
Band:	5
Career Track:	Technical, Professional and Supervisory

Job Purpose

To lead the technical and commercial delivery of the Council's Fleet Replacement Programme, ensuring the estimated £6–£8 million estimated investment is effectively planned, specified, and delivered. The postholder will provide technical leadership on vehicle specification and commissioning, working with services, procurement, and suppliers to ensure vehicles are fit for purpose, compliant, standardised where appropriate, and delivered on time. The role requires strong technical expertise, commercial judgement, and negotiation skills to balance operational needs with affordability, shared use, and whole-life value.

Service Purpose

The primary purpose of Neighbourhood Services is to work with local communities and other key stakeholder organisations to improve the physical appearance and quality of life within our communities, making them cleaner, more sustainable, self-sufficient and safer places. Neighbourhood Services is part of the Place & Regeneration Directorate, which is responsible for economic growth, regeneration, housing and environment.

Neighbourhood Services are responsible for a number of key council services including waste and recycling, environmental enforcement, street cleansing and grounds maintenance, bereavement services, fleet services and countryside services. These are high profile services that make a significant contribution to the delivery of our corporate plan.

Duties and Responsibilities

Fleet Programme Management and Technical Authority

- Act as the Council's technical authority for vehicle and plant specification and commissioning, ensuring all assets are fit for purpose, compliant, and suitable for operational environments.
- Lead engagement with service departments to develop compliant and affordable specifications aligned with operational needs and the corporate fleet strategy.
- Negotiate with service leads to align expectations, promote standardisation, and maximise shared use and operational flexibility.

- Contribute to medium- and long-term fleet replacement planning, identifying risks, opportunities, and efficiency improvements.

Procurement and Supplier Management

- Work with Procurement Officers to develop technical specifications, tender documentation, and evaluation criteria in line with procurement and financial regulations.
- Liaise with suppliers throughout build and delivery to agree specifications, manage variations, and resolve technical issues that may impact programme delivery.
- Responsible for raising high value order requisitions, issuing completed purchase orders, and managing end-to-end order fulfilment through to payment.
- Manage end-of-use arrangements, including contract close-down, negotiation of charges, and coordination of disposal through sale or scrappage in line with Council and environmental policies.

Programme Delivery, Risk and Performance Management

- Proactively manage risks to programme delivery, including supplier delays, late service decisions, or specification changes affecting readiness or capital spend.
- Maintain programme documentation, including project logs, progress updates, and performance indicators to support effective supplier and portfolio management.

Fleet Systems, Data and Reporting

- Manage and maintain fleet performance and data systems, including analysis of fuel use, telematics, and other operational data to support cost management.
- Ensure accurate vehicle records within fleet systems, covering maintenance schedules, safety inspections, MOTs, and statutory testing.
- Prepare annual Service Level Agreements (SLAs) for fleet users, including calculation of depreciation, service, maintenance, repair charges, and associated risks.
- Produce monthly and ad-hoc performance and financial reports using complex data sets to support decision-making by senior managers and service users.

Vehicle Handover, Inspection and Compliance

- Receive, inspect, and formally accept new vehicles and plant to ensure compliance with agreed specifications.
- Coordinate vehicle handovers, including training arrangements and provision of technical and operational guidance for a wide range of fleet types.
- Ensure compliance with Council financial, procurement, and fleet management procedures, including use of approved contracts and frameworks.

Leadership, Technical Advice and Representation

- Provide expert technical, legislative, and operational advice to managers, senior stakeholders, and line-managed staff.
- Represent the Council at meetings with external suppliers, contractors, and partner organisations.
- Maintain up-to-date knowledge of vehicle technologies, fleet best practice, and road transport legislation through continuous professional development.

Professional and Technical Requirements

Qualifications

- GCSE or equivalent in Mathematics.
- GCSE-level education demonstrating literacy.
- NVQ Level 3 (minimum) in a relevant technical, engineering, transport, or fleet-related discipline, or equivalent experience.
- Full Category B Driving Licence.

Knowledge, Experience and Skills

- Knowledge of vehicle and plant types, associated terminology, and operational requirements, along with understanding of quality management systems (e.g., ISO 14001, LRQA).
- Knowledge of public sector procurement frameworks, relevant legislation (including Public Contract Regulations 2006), and fleet-related financial and reporting systems.
- Understanding of lease and contract management processes, including SLA calculations, depreciation, residual values, maintenance cost modelling and rental extensions.
- Experience in fleet renewal and replacement programmes, including specification development, procurement design, and tender evaluation, supported by project management experience.
- Experience working with front-line services to understand operational vehicle needs and ensure specification alignment.
- Experience using ICT systems such as MS Office (especially Excel), fleet management software, financial systems, Oracle, internal recharging and invoice processing.
- Ability to influence and challenge senior leaders on fleet strategy, compliance and affordability, supported by strong negotiation skills across services, procurement and suppliers.
- Confidence in applying professional and corporate standards under pressure, with the ability to coordinate fleet utilisation and produce reports from complex data sets.

Core Competency Requirements

- **Communication:** Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration:** Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery:** Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making:** Uses evidence and judgement to resolve issues and improve delivery.
- **Digital and Data Literacy:** Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability:** Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving:** Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community and Customer Focus:** Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.
- **Leadership:** Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

- **Precise:** you concentrate on detail and make sure everything is accurate and error free.
- **Organiser:** you make plans and are well prepared. You seek to maximise time and productivity.
- **Problem solver:** you take a positive approach to tackling problems. You find ways to identify suitable solutions.
- **Negotiator:** you support constructive discussion and enjoy getting all parties to reach an agreement.
- **Analytical:** you seek and analyse information to inform your decisions, based on the best available evidence.

Desirable

- NVQ Level 4 or higher.
- Professional transport or fleet-related qualifications.
- Knowledge and application of LEAN continuous improvement principles.
- Driver CPC Training.
- Full Driving Licence for categories B+E, C1, C1+E, C, C+E, D1, D1+E.