

Job Title:	Fleet Coordinator	Job Band:	Band 5
Reporting to:	Regional Fleet Manager/National Fleet Manager	Size of Team:	17
Direct Reports:	0		

The Fleet Coordinator is responsible for ensuring that all vehicles comply with the most current legislation and in accordance with St John Ambulance's National Fleet policy, and for maximising vehicle utilisation and availability.

Key Responsibilities

- Supervise the scheduling of all mechanical servicing and the fleet regulatory requirements, deep cleaning and calibration of equipment on fleet in line with national policy and procedures; making recommendations for replacement, rejection and repair of fleet-related equipment where applicable
- Responsible to ensure the region's fleet is fit for purpose, is maintained in line with national policy meeting SJA fleet regulatory obligations, the needs of our customers, operational and clinical requirements
- To ensure all defected vehicles and equipment are repaired in line with SJA Policies and procedures, providing the necessary support in that they are repaired and returned to our customer base in a timely manner
- Supervise that all aspects of the vehicle information and associated details held on the fleet management system, DIPS, are accurately maintained in a timely manner and provide management reports as required
- Supervise, manage and maintain information relating to vehicle records and progress work required for the vehicle
- Duties will include the performance and supervision of the team in line with SJA policies including making sure that 1-1s, PDR/VDRs and team meetings take place regularly and with recorded outcomes and actions as well as responsibility for the quality control of work undertaken.
- Work with the volunteer fleet teams and ambulance operations teams to support the effective delivery of the fleet function within the designated geographical area to include the monitoring of all vehicle utilisation, and liaise with regional management, staff and volunteers to ensure vehicles are available where and when required.
- Responsible to ensure all vehicles hold the appropriate levels of equipment and that such items are procured in the most cost effective means
- To be responsible to ensure the fleet complies with the latest legislation, safety standards and SJA policy and procedures (including Care and Quality Commission (CQC) requirements)
- To represent St John Ambulance at meetings with suppliers and within St John Ambulance as required
- To Supervise and to ensure that all fleet management procedures are adhered to and that all admin tasks are completed and recorded on St John Fleet Management Systems and DIPS, in accordance with the National Fleet Policy document
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills
- Be willing to travel; car owner and driver with insurance to cover business use. A full clean driving license.
- Need to be flexible, working some evenings and weekends to suit business needs



BE PART OF A LIFE SAVING TEAM



Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C) inc Maths & English	✓	
ICFM or similar qualification		✓
Experience		
Experience of working in the field of fleet management/logistics environment	✓	
Experience of working in a first aid providers' environment	✓	
Experience of specialist and complex/converted vehicles		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to identify opportunities for improvement and cost reduction	✓	
Capable of negotiating pricing and delivery	✓	
Excellent written and verbal communication skills	✓	
Ability to demonstrate strong analytical skills and to use the results to bring operation and cost effective benefit	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

Date of preparation: 27/10/2016