

# JOB DESCRIPTION

**Job Title :** **Fleet, Compliance & Training Administrator**

**Department :** Accounts

**Division :** Specialist Fleet Services

**Location :** Northampton (Ross Road)

**MAIN PURPOSE OF JOB:**

As a member of the fleet, compliance and training team, this role will provide day-to-day administrative support to the business to ensure the fleet and workshop equipment remain compliant. Compliance is very important to our organisation and this role plays a pivotal role in ensuring compliance and ongoing upskilling of workshop employees. The below responsibilities are what is required for the 2 team members of this team.

**KEY RESPONSIBILITIES / ACCOUNTABILITIES:**

**Business Compliance Administration**

* Manage the asset register on the business fleet management system, arranging and ensuring necessary statutory inspections are completed, including any failed inspection actions being completed to ensure complaint equipment, and following completion updating the asset register.
* Manage and collate environmental data for all depots, providing reports as required for energy usage, CO2 emissions, waste transfer notes and duty of care.
* Record, compile and chase all of the weekly audits (fire, housekeeping, etc) and escalate any issues raised to the Health & Safety Manager (HSM), assisting in arranging follow up actions and replenishments as required.
* Raise orders, collect/distribute all PPE, Work Wear and H&S requests including maintaining database detailing history as per company policy.
* Be the responsible person for all Ross Road health and safety checks (fire alarm test, fire fighting equipment, first aid, etc)
* Arrange and book occupational health checks.

**Fleet Compliance Administration**

* Input and validation of new vehicles, onto the fleet management system, including chasing and scanning of V5s, plating certificates, etc including necessary filing
* Ongoing validation of compliance certificates e.g. Lolers, MOTs, etc including filing.
* Daily monitoring of fleet system KPIs to ensure full vehicle compliance (e.g. SORN vehicles, Lolers, MOTs, etc)
* Compilation of the monthly taxation of vehicles
* Twice daily compilation and internal distribution of vehicle off road (VOR) reporting
* Administering traffic violations, with customers, paying them and recharging where needed.
* Updating and reconciling the motor insurance database for the company insurers.
* Adding new drivers once approved to the insurance policy, dealing with any company vehicle insurance claims as they arise.
* Gaining approval and dealing with company vehicle maintenance

**Customer Compliance Administration**

* Production of recharges and MI supporting the invoices to customers
* Monthly accurate production of customer KPI reporting, ensuring alignment to contractual KPIs
* Facilitate the requests from Long term contract hire customers for additional vehicles. Taking the request and being the conduit for the customer for the provision of their required additional vehicle(s).

**Supplier Compliance Administration**

* Addition of contractual fixed costs to vehicles on a weekly basis, monthly issuing fixed orders to suppliers
* Issuing monthly reports to Directors of these fixed orders
* Support the Supplier Relationship Managers ensuring compliance information is up to date within the management system.

**Ross Road / Workshop Facilities Administration**

* Deliver all general H&S inductions to new starters at the Ross Road site.
* Monitor all Ross Road office areas to ensure premises are tidy and presentable at all times.
* Monitor confidential waste levels and manage scheduled and ad-hoc collections.
* Host contractors and sub-contractors in relation to facilities management at Ross Road.
* Ordering stationery, and general office supplies for all locations.
* Management of the Company Pool Cars located at Ross Road, Berkeley and Brackley.
* Acting as the primary team to answer the door and SFS enquiries line.

**Technical Training Administration**

* Liaise with managers over product, etc training requirements, identify relevany course in conjunction with manager and then seek approval prior to arranging.
* Arranging training and updating records for employees
	+ e.g. product training, oxy-acetylene, CPC, iHasco, first aid, driver assessments, etc
* Managing records for all briefings completed
	+ Policy records
	+ Risk Assessment records, etc
* Chasing any overdue training

**Ad hoc duties as required from time to time to support the business.**

**ESSENTIAL SKILLS**

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| * Excellent administration skill, well organised and dependable
* Customer service experience
* High level of accuracy and attention to detail
* Experience working in a fast-paced environment
* Good general level of education,
* Confidence to communicate effectively
* Strong IT skills with experience of internal systems and using Outlook, Teams, Excel and Word
* Ability to work as part of a team but also under own initiative
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**DESIRABLE SKILLS**

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| * Previous Fleet administration experience
* Working in HGV or Commercial Vehicle Sector
* Use of the Chevin / Fleetwave or equivalent fleet management system
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| **COMPETENCIES, BEHAVIOURS & PERFORMANCE MEASUREMENTS** |
| **COMPETENCY** | **LEVEL (Core, Progressive, Expert, Advanced)** |
| COMMERCIAL THINKING | **CORE** |
| ADAPTING TO PRESSURE & CHANGE | **CORE** |
| DELIVERY OF RESULTS | **CORE** |
| CUSTOMER FOCUS | **PROGRESSIVE** |
| COMMUNICATION | **PROGRESSIVE** |
| TEAMWORK | **PROGRESSIVE** |
| DEVELOPING SELF AND OTHERS | **CORE** |
| LEADERSHIP | **CORE** |
| **CONDUCT RISK** |
| * Understand how the principles of conduct risk impact on the processes and procedures within your role
* Treat customers fairly by ensuring all communication to an individual is clear, fair, jargon free and that all their questions are answered by providing full information; enabling someone to make an informed decision
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| **INDIVIDUAL CONDUCT RULES** |
| * + - 1. You must act with integrity
			2. You must act with due skill, care and diligence
			3. You must be open and co-operative with the FCA, PRA and other regulators
			4. You must pay due regard to the interests of customers and treat them fairly
			5. You must observe proper standards of market conduct
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