

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Place	SERVICE GROUP: Fleet & Transport
POST TITLE: Fuel, Hire & Compliance Officer	REPORTS TO: Fleet Compliance Manager
GRADE: Band 7	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

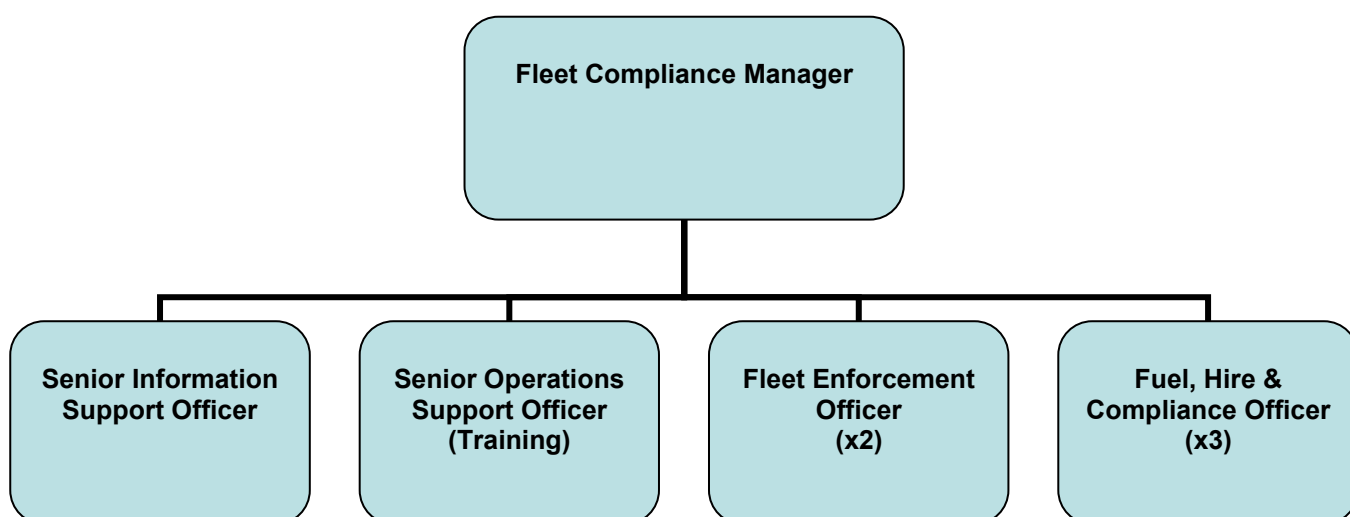
Key Purpose of Post:
<ol style="list-style-type: none"> 1. The key purpose of the role is to provide an effective and efficient fuel management function within FTS including ordering, re-charging and payment of invoices in order to maintain the Councils bunkered fuel stocks. This includes monitoring the Councils web based stock management system producing detailed reports for customers and FTS management as required. 2. The provision of a daily / short term hire facility for vehicles and equipment to support departments throughout the Council, ensuring driver eligibility and departments' financial authority to hire. The post holder will be required to maintain procedures and records to provide data and reports for customers and FTS management as required 3. To implement and maintain a robust driver licence monitoring and control system to ensure that policy and practice fulfil the Councils duty of care responsibilities. All drivers will be checked for eligibility to drive the category of vehicle they operate on behalf of the Council, including Grey Fleet.

Main Responsibilities of Post:

1. Provide an effective and efficient fuel management function within the section including ordering, requisitioning, re-charging and payment of creditor invoices circa £2.4m. and being responsible for the efficient administering of the short term and long term hire process for vehicles and plant throughout the authority circa £500k.
2. To manage the Fuel discharge sites with regard to compliance of current and future legislation. To make decisions regarding the day to day maintenance of the councils fuel pumps, contacting sub-contractors for scheduled and unscheduled repairs and establish audit mechanisms for fuel stocks and reconciliation and monitor fuel usage throughout the Council's fleet.
3. Other duties include, but are not limited to, carrying out above ground fuel storage tank inspection audits on Council sites to maintain compliance, recording findings and ensuring that any remedial action is documented and put in place, reporting on audit findings when requested by management.
4. Processing of creditor invoices including validating against appropriate records, supplied by external hire and fuel companies and where required within other areas of FTS and ensuring these are re-charged to the appropriate service on a monthly basis.
5. To implement and monitor fuel and hire reconciliation systems providing detailed operational reports and financial and statistical information on a monthly bases using complex computer systems.
6. To ensure procedures and records clearly and accurately record drivers who carry out work on behalf of the Council and to ensure that license checks are carried out on a regular basis and that where any checks have been omitted or have brought to light unacceptable risks, action has been taken to address the situation.
7. Accurately and efficiently check and record driver licences in accordance with the relevant policies and procedures for anyone driving on behalf of the Council (Vocational Drivers / Grey Fleet Drivers / Other drivers).
8. To create reports to ensure legislative compliance within operationally required timescales and write and develop bespoke reports to analyse complex data.
9. To provide support and assistance in the preparation of tender documentation relating to fuel and hire and collate and prepare information requested via Freedom of Information.
10. Visit other Council departments/sites in order to undertake compliance audits as required producing risk assessments for above ground tank storage, for the Environment Agency and cascading this information down to all concerned.
11. Provide positive, accurate guidance and advice to other Fleet Officers within the service on issues relating to own area of work.
12. Undertake other duties and responsibilities of an equivalent nature as may be determined by the Senior Manager in view of the developing nature of the service.

13. To observe the Departments policy on health and safety and comply with the current Health and Safety regulations and attend and contribute at health & safety related meetings both internally and externally.
14. To liaise with the fire services, environment agency etc. with regard to fuel/environmental & general health and safety legislation and its application.
15. This post is an integral part of the Fleet Compliance department and is vital to ensure critical operational continuity and service delivery across the Council. The post holder is responsible to the Fleet Compliance Manager but must be able to work on own initiative.

Structure:



Special Knowledge Requirement. Will be used for shortlisting. Max 10

	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet the <u>Lower threshold</u> level. You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview).	X
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	X
Uses a range of complex IT packages including Microsoft Word, Excel and Outlook and relating to area of work	X

Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	X
Able to use, interpret, handle and communicate large volumes of often complex and detailed information, and relay it to customers in writing and /or over the telephone / face to face.	X
Has implemented, maintained and managed accurate information systems both manual and computerised.	X
Has completed clerical and administrative work with accuracy and attention to detail	X
Able to produce accurate financial information, carry out internal audits and write summary reports.	X
Able to analyse complex problems and generate a number of potential solutions.	X
Relevant experience requirement: Will be used for shortlisting	
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet either the Lower threshold or Advanced threshold level outlined under Special Knowledge above.	
Experience of office work in a vehicle/transport related environment	
Experience working with computerised office systems	
Experience of providing financial and statistical information	
Relevant professional qualifications requirement: Will be used for shortlisting	
English and Maths grade 9 – 4 (or equivalent qualification) or NVQ level 2 in Business Administration (or equivalent) or at least 3 years experience evidencing ability at this level.	
A health & safety (IOSH) is desirable but must be willing to undergo training to obtain this	
Core Employee competencies to be used at the interview stage.	
Carries Out Performance Management	
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively	
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.	
Carries Out Effective Decision Making	
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.	
Undertakes Structured Problem Solving Activity	
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.	
Operates with Dignity and Respect	
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.	

Working Conditions:		
<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.</p> <p>Must have a driving licence and access to a vehicle for business use and be prepared to travel to sites around the district.</p>		
Special Conditions:		
<p>You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.</p>		
Compiled by: MP	Grade Assessment	Post Grade:
Date: 14/06/22	Date:18/08/2022	Band 7