

1. Organisation Information	
a. Organisation Name	Wigan Council
b. Address	Makerfield Way Depot, Makerfield Way, Ince, Wigan WN22PR
c. Contact Number	
d. Contact Email	A.Yates@wigan.gov.uk
e. Fleet Service Manager Name	Andrea Yates

2. Fleet Management	
a. Do you operate an 'in-house' maintenance provision? <i>If not, who provides the service for you?</i>	In House
b. What are your operating times in terms of public and council?	7am – 6.30pm (Mon to Thurs) 7am to 4.30pm (Friday)
c. What is your current business model for Fleet Workshop Operations? – Internal only or commercial	Internal Only
d. Do you maintain any vehicles for other organisations?	No
e. How many vehicles do you have in your fleet? (Please detail Make, model, vehicle type, fuel type, Operator Licence Vehicle etc.)	Please see attached spreadsheet

3. Workshop Performance	
a. Do you operate an MOT Station?	Yes
b. What are your operating times in terms of public and council?	7am – 6.30pm (Mon to Thurs) 7am to 4.30pm (Friday)
c. What are your current charges for:	
o <i>Private MOT</i>	£45.80
o <i>Taxi MOT</i>	MOT Certificate exemption: The vehicle to which this licence relates is exempt from the provisions of Section 44 of the Road Traffic Act 1972 (annual MOT testing of vehicles) by reason of the Council being in possession of a Certificate issued by the Secretary of State for Transport pursuant to Regulations 20(m) and 30(n) of the Motor Vehicles (Test) Regulations 1976 as amended.
o <i>Class 4</i>	£45.80
o <i>Class 5</i>	£45.80
o <i>Class 7</i>	£45.80
o <i>Private MOT Re-test</i>	£34.00
o <i>Taxi Suitability Test</i>	Taxi Compliance Test - £57.00
o <i>Taxi 24hr Re-test</i>	£34.00 (2 weeks following failure)
o <i>Duplicate test certificate</i>	-

○ <i>Taxi meter test</i>	£25.00
○ <i>Smoke diesel exhaust test</i>	-
○ <i>Brake test</i>	-
d. Please provide MOT performance information 2021:	
○ <i>Private MOT (Bookings and Cancellations)</i>	159
○ <i>Taxi MOT (Bookings and Cancelled)</i>	None
○ <i>Total Number of Tests Through Mot Bay (Inc Re-Tests)</i>	161
e. Please provide workshop performance information for 2021 Total Number Of Jobs Booked In per year:	
○ <i>Scheduled</i>	681
○ <i>Reactive</i>	3219
○ <i>LGV MOT</i>	
○ <i>LGV Services</i>	201
f. Do you operate Operator Licence Vehicles?	
	Yes
○ <i>What is your O Licence Inspections Schedule (number of weeks)</i>	10
○ <i>Current HGV MOT Pass Rate</i>	100%
g. Please provide annual performance information for 2021 i.e. Number of:	
○ <i>O Licence Inspections</i>	377
○ <i>HGV MOT</i>	53
○ <i>HGV A SERVICES</i>	47
○ <i>HGV B SERVICES</i>	-
○ <i>HGV C SERVICES</i>	-
h. Please provide workshop performance information for typical inspection and service times for 2021 (excluding remedial work)	
○ <i>O Licence Inspections</i>	Refuse Vehicle (Chassis, Body, Lift) - 3.5 hours (including greasing) 7500kg tipper – 1.5 hours (including greasing)
○ <i>LGV MOT</i>	1 hour
○ <i>LGV Services</i>	2 hours
○ <i>HGV MOT</i>	Carried out off site
○ <i>HGV A SERVICE</i>	4 hours
○ <i>HGV B SERVICE</i>	-
○ <i>HGV C SERVICE</i>	-
i. Do you have a bunkered fuel on-site? Please provide annual fuel usage / deliveries	
○ <i>Diesel Litres</i>	Circa 1.3m litres of fuel per annum Deliveries scheduled weekly of 23,000 litres
○ <i>Gas Oil Litres</i>	N/A
○ <i>AdBlue Litres</i>	Around 17,000 Litres used per annum with 2,000 litre deliveries every 6 weeks

4. HR Information

a. What is the position title and salary band of all persons - responsible people and transport managers on the operator's licence?	Please see attached
b. Please provide organisational structures including job titles and salary bands for each role	Please see attached
c. Please provide numbers of the jobs within the structure	Please see attached
d. Please provide job descriptions/specifications of the roles	Please see attached

5. Financial Information			
a. Please provide income/expenditure for the last 2 years for the workshop operation		£ 22/21	£ 20/21
	Costs	1,580,106	1,461,238
	Income	-532,126	-304,165
b. Please detail any areas for targeted savings for the workshop operation	N/A		

6. ICT Information	
a. Please provide details of any IT systems which you use within the Fleet Workshop to manage the service in terms of operations and performance management	Tranman series 9 (upgrade to series 13 imminent)

7. Procurement Information	
a. Do you have a commercial strategy within the service? If so what are the elements?	No
b. Please list the type of maintenance contracts you have in place with 3 rd party repairers and associated annual costs?	None

Job Specification



Job title: Assistant Workshop Technician
Service: Fleet Services
Grade: G4
Reporting to: Workshop Controller

Your job

Your role forms part of the Fleet team that is responsible for the repair and maintenance of all Council vehicles, plant and equipment. You will support the existing team of Workshop Technicians. Together with your team, you will be accountable for ensuring that our front line operational teams are equipped with the resources required to deliver services.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, you will:

- Obtain your full driving licence; - *could you update to reflect now essential as per JEQ information*
- Achieve Category C HGV Licence, which will be supported by Wigan Council; - *could you update to reflect JEQ information*
- Follow a personalised development plan to support and enhance knowledge and experience of the wide range of vehicles and plant maintained by the service. The plan is to be agreed between the post-holder and Fleet and Waste Operational Manager within the first month of appointment to role;
- Become a Fleet Services technology champion, embracing different systems utilised by service users, for example becoming the "point of contact" for Waste Services in-cab technology.

On an ongoing basis you will:

- Repair and maintain all Council vehicles, plant and equipment;
- Carry out vehicle and plant inspections;
- Assist with the preparation of vehicles for MOT / Inspection purposes;
- Be responsible for meeting target times and for communicating progress, including reporting any issues that may affect the completion of the work;
- Be accountable for completion and submission of all prescribed forms, ensuring that accurate and comprehensive records of work and parts are maintained;
- Be responsible for ensuring work is carried out to manufacturers' guidelines and statutory requirements;
- Ensure all work is carried out in a safe manner and in line with Health and Safety regulations and procedures;
- Be responsible for maintaining the workshop in clean and tidy work manner, including assisting the Workshop Labourer when instructed to do so.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements: -

- Level 3 / City and Guilds qualification in Motor Vehicle Engineering, or equivalent
- Experience of working in the transport industry, including repair and maintenance of a range of HGV and LGV vehicles
- Ability to learn new technologies, supporting colleagues and service users in their application and maintenance
- Ability to complete records
- An understanding of health and safety principles - additional information from JEQ regarding working within a multi hazardous environment etc. COSSH
- Ability to work to deadlines
- Ability to work with minimum supervision
- Ability to resolve problems and make decisions
- Excellent communication skills
- Willingness to work flexibly, including outside of normal working hours to meet business needs.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

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Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
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- Believe in you

- Believe in yourself and our borough



Job specification

Job title:	Fleet & Driver Standards Officer
Service:	Waste Services
Grade:	TBC
Salary Range:	TBC
Reporting to:	Waste & Fleet Operational Manager

Your job

You will have overall responsibility to ensure driver and vehicle standards are met.

You will be the Authorised Examiner Designated Manager (AEDM) Managing and maintaining compliance of our Makerfield Way Depot Vehicle Testing Station (VTS) ensuring all documentation meets the legal requirements set by Driver Vehicle Standards Agency (DVSA). You will have responsibility of running and managing Makerfield Way Depot VTS.

You will work in partnership with internal partners and external organisations to maximise efficiencies throughout our fleet services department.

You will lead in developing Driver and Vehicle policy and procedures ensuring compliance with legal requirements and regulations.

Influence and monitor behavioural change for drivers implementing Safe and Fuel Economical Driver (SAFED) skills and knowledge.

You'll provide direction, advice and training to all services across the council in relation to vehicle and driving issues, regulations and requirements in line with performance targets and the companies priorities and objectives in particular Vehicle and Operator Services Agency (VOSA) and health and safety standard.

You will be responsible for the recording and storage management of all daily vehicle check and defect reporting booklets setting up one single system overall, amalgamating with other reporting systems.

In this job you will

On an on-going basis you will:

- ◆ Carry out audits of user departments to ensure legal compliance on fleet and driver requirements including licence checks through the DVSA.
- ◆ Co-ordinate and manage Driver CPC process ensuring legal requirements are met at all times
- ◆ Carry out regular audits on Wigan council vehicles across all departments both within Makerfield Way Depot and other satellite depots throughout the borough.
- ◆ Coordinate, complete and monitor D4 medical bookings for all for all HGV licence holders employed by Wigan Council to ensure compliance with licencing regulations.
- ◆ Carry out research, trials and ultimately the implementation of new technologies.

- ◆ Participate in the delivery of the service in line with the service plan and co-operate and assist with improvements.
- ◆ Work flexibly in line with the demands of the service.
- ◆ Prepare and deliver presentations.

In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ Authorised Examiner Designated Manager (AEDM) qualification (commonly known as MOT manager).
- ◆ Qualified SAFED Green Band instructor – or willingness to take undertake training and achieve the qualification within 12 months.
- ◆ Minimum of a category C licence requirement with the ability to legally drive large goods vehicles.
- ◆ In depth knowledge of VTS and the legal requirements and responsibilities set by the DVSA
- ◆ In depth knowledge of driver CPC including monitoring of relevant staff to meet legal requirements
- ◆ Working knowledge of Health and Safety requirements appropriate to the job.
- ◆ Have good interpersonal skills with an ability to maintain best operational relationships between the service, colleagues and members of the public.
- ◆ Knowledge of health and safety principles, with evidence of applying to job.
- ◆ Knowledge and understanding of customer care principles.
- ◆ The ability to demonstrate project management skills. – please include more details of this in the JEQ, it can be included in section 2
- ◆ The ability to demonstrate high levels of literacy and numeracy skills.
- ◆ Knowledge and understanding of working in a traffic and public environment.
- ◆ Have the ability to work without supervision and within a team environment.

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Signed 
.....
Donna Hall CBE, Chief Executive

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 WiganCouncilOnline  wigan council  @wigan council  wigan.gov.uk

Job specification



Job title: Fleet & Driver Standards Officer
Service: Waste Services
Grade: TBC
Salary Range: TBC
Reporting to: Waste & Fleet Operational Manager

Your job

You will have overall responsibility to ensure driver and vehicle standards are met.

You will be the Authorised Examiner Designated Manager (AEDM) Managing and maintaining compliance of our Makerfield Way Depot Vehicle Testing Station (VTS) ensuring all documentation meets the legal requirements set by Driver Vehicle Standards Agency (DVSA). You will have responsibility of running and managing Makerfield Way Depot VTS.

You will work in partnership with internal partners and external organisations to maximise efficiencies throughout our fleet services department.

You will lead in developing Driver and Vehicle policy and procedures ensuring compliance with legal requirements and regulations.

Influence and monitor behavioural change for drivers implementing Safe and Fuel Economical Driver (SAFED) skills and knowledge.

You'll provide direction, advice and training to all services across the council in relation to vehicle and driving issues, regulations and requirements in line with performance targets and the companies priorities and objectives in particular Vehicle and Operator Services Agency (VOSA) and health and safety standard.

You will be responsible for the recording and storage management of all daily vehicle check and defect reporting booklets setting up one single system overall, amalgamating with other reporting systems.

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- ◆ Minimum of a category C licence requirement with the ability to legally drive large goods vehicles.
- ◆ In depth knowledge of VTS and the legal requirements and responsibilities set by the DVSA
- ◆ In depth knowledge of driver CPC including monitoring of relevant staff to meet legal requirements
- ◆ Working knowledge of Health and Safety requirements appropriate to the job.
- ◆ Have good interpersonal skills with an ability to maintain best operational relationships between the service, colleagues and members of the public.

- ◆ Knowledge of health and safety principles, with evidence of applying to job.
- ◆ Knowledge and understanding of customer care principles.
- ◆ The ability to demonstrate project management skills. – please include more details of this in the JEQ, it can be included in section 2
- ◆ The ability to demonstrate high levels of literacy and numeracy skills.
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Job specification



Job title: Fleet Supervisor
Service: Fleet Services
Grade: G7
Reporting to: Waste and Fleet Operational Manager

Your job

Fleet Services are responsible for the management of the Council's fleet of vehicles and plant, including compliance of the maintenance and repairs schedule, procurement and performance of vehicles and drivers. The role provides day to day line management support to a team of Technicians and is responsible for managing and co-ordinating the repair and maintenance of all council vehicles, plant and equipment. As a Fleet Supervisor, you will be accountable for the positive leadership of your team. High levels of productivity and meeting best practice always will be required to ensure that frontline operational services are equipped with the resources required to deliver essential services to residents of the borough.

The role will require you to work a shift rota that includes working evenings, bank holidays and alternative working days over the Christmas and Easter periods.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, you will:

- Contribute your skills and knowledge of vehicle specifications to ensure the vehicle replacement programme is met on time;
- Support the Fleet Services Management Team in the implementation of service redesign and improvements;
- Work towards achieving Transport Manager CPC qualification and/or the MOT Test Station Quality Controller qualification;
- Review service and MOT schedules for all council vehicles and plant to ensure compliance and best practice;
- Gain knowledge and understanding around alternate fuel vehicles and how this would fit our clients' business requirements.

On an ongoing basis you will:

- Manage the day to day operation and resources of the Fleet workshop and team to ensure the delivery of a high performing, high quality and timely service;
- Be responsible for ensuring health and safety regulations, policies and procedures are in place and embedded by continuous monitoring of workshop activities and staff;
- Supervise and develop employees, ensuring that the Council's policies and procedures are applied in a timely manner, including MyTimes, tool box talks, sickness, disciplinary and capability;
- Control workshop sub-contractor activity ensuring Wigan Council's policies, procedures and health and safety requirements are adhered to;
- Work with the Fleet Services Management team ensuring all statutory duties, legal and corporate obligations are met for the full range of services provided;
- Support the Waste and Fleet Operational Manager to embed a performance management culture;
- Assist the Fleet Management Team in the technical specification and procurement process for the tender and purchase of vehicles, plant and equipment.

In this job you will need

You must be able to demonstrate the following essential requirements: -

- Significant experience of working within a transport environment;
- NVQ Level 3 / City and Guilds in Motor Vehicle Engineering or equivalent;
- Hold a minimum of category C licence entitlement;
- Hold a current valid Driver Certificate of Professional Competence qualification card, with the commitment to carry out annual training to maintain this qualification;
- Sound knowledge of health and safety and its application within an operational workplace;
- Excellent organisational and planning skills;
- An understanding of people management issues including sickness absence, disciplinary, capability and grievance cases;
- A high level of communication skills;
- Excellent ability to work constructively with service managers, colleagues, trade unions, contractors, and external organisations, with whom there is regular contact;

- Demonstrable decision-making skills and ability to break down problems and deliver innovative solutions that positively impact within the service;
- Ability to prepare and present quality presentations to a range of audiences.
- Ability to work flexibly in line with business demands and shift rotas, including outside of normal working hours, bank holidays and weekends.
- Experience of working towards service plans and service level agreements to achieve clear quality standards, targets and outcomes;
- An understanding of the value and use of new technologies in improving services and modernising working processes.

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Job specification



Job title: Fleet Support Officer
Service: Fleet Services
Grade: G5
Reporting to: Waste and Fleet Operational Manager

Your job

Fleet Services are responsible for the procurement, management and performance of the Council's fleet of vehicles and plant across a range of the Council's services such as Waste Collection, Streetscene, Highways, Schools and Music Service. The team also provide an independent MOT Testing service for all the borough Taxis and for private customers.

As the first point of contact for customers, you will deliver exceptional front of house service. You will liaise with customers with regards to appointments and job progress. You will support operational colleagues within Fleet Services and be responsible for capturing and maintaining data on all IT systems used by the service. You will provide regular performance reports for Fleet Services management team that will drive continuous improvement for the service.

The role will require you to work a shift rota to cover reception opening from 6.30am to 5.30pm.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, you will:

- Develop and implement procedures in relation to IT systems and develop own expertise to become the team's designated "Super User", training and advising team members on the system.
- Develop performance management reports to support the Waste and Fleet Operational Manager embed an effective performance management framework;
- Prepare full data submissions to APSE to allow national benchmarking of the service.

On an ongoing basis you will:

- Undertake reception duties, greeting customers in person or over the phone;
- Support the Fleet Supervisor to schedule all planned and responsive works (including service, inspections and repairs) and liaise with customers to ensure vehicles and plant are presented for their scheduled appointments and provide them with timely updates;
- Liaise with customers using the MOT and Taxi Testing service, including making all necessary appointments, checking of paperwork provided by customer, taking relevant electronic payment, communicating results and processing and issuing of all paperwork to customer;
- Raise job orders for all work undertaken by the workshop and ensure all relevant paperwork, such as job cards and invoices to customers, is completed accurately and in a timely manner;

- Ensure data is inputted onto relevant computerised systems to ensure up to date information is maintained with regards to all fleet and driver activities;
- Monitor, evaluate and report on performance results of the service, identifying improvement areas that are required;
- With the support of the IT Business Manager for Places Directorate, develop procedures for the use and maintenance of IT systems and processes, undertaking audits and monitoring effectiveness;
- Prepare and submit data for APSE annual performance reports;
- Provide administrative support;
- Organise externally hired vehicles for customers when requested to do so;

In this job you will need

You must be able to demonstrate the following essential requirements: -

- Have a strong customer care focus, with the knowledge and understanding of the impact of poor care service delivery;
- An excellent level of interpersonal skills;
- High level of literacy and numeracy skills;
- Experience, knowledge and skills of use of a wide variety of information technology and computer systems with special emphasis on software packages associated with information collation and research techniques;
- Proven IT skills;
- Experience of inputting, verifying and extracting data from IT systems;
- Knowledge and understanding of key performance indicators and performance reports;
- Be able to analyse data and highlight trends or areas of concerns;
- Ability to prepare and present quality information;
- Excellent administrative skills
- Excellent organisational and planning skills;
- Have decision making skills, including the ability to break down problems and deliver innovative solutions that positively impact within the service;
- Develop and deliver training to team colleagues, using good communication skills;
- Experience of working in a busy operational or business environment and be able to remain calm in all situations;
- Be able to work independently and as part of a team, under pressure and to critical deadlines;
- Be prepared to work flexibly in line with service demands, including outside of normal working hours;
- 3 GCSE grade C or above, NVQ Level 3 or equivalent;

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Job specification



Job title: Fleet Technician
Service: Fleet Services
Grade: G6 23,080 – 25,991
Reporting to: Fleet Supervisor

Your job

Fleet Services are responsible for the management of the Council's fleet of vehicles and plant, including compliance of the maintenance and repairs schedule, procurement and performance of vehicles and drivers. This role will provide day to day repair and maintenance of all council vehicles, plant and equipment. You will be accountable for your own quality and standard of work, ensuring customer deadlines are met and that frontline operational services are equipped with the resources required to deliver essential services to residents of the borough.

The role will require you to work a shift rota that includes working evenings, bank holidays and alternative working days over the Christmas and Easter periods.

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The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data

protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, you will:

- Contribute your skills and knowledge in ensuring our Fleet is maintained and inspected to a high standard;
- Support the Fleet Services Management Team in the implementation of service improvements;
- Assist the Fleet Services Management Team in the performance of all service level agreements within the service in order to maximise efficiency and customer satisfaction;
- Embrace new technologies including vehicle diagnostics and alternate fuelled vehicles;

On an ongoing basis you will:

- Repair and maintain all Council vehicles, plant and equipment;
- Carry out vehicle and plant inspections;
- Prepare vehicles to MOT / Inspection standards;
- Be responsible for meeting target times and for communicating progress, including reporting any issues that may affect the completion of the work;
- Be accountable for completion and submission of all prescribed forms, ensuring that accurate and comprehensive records of work and parts are maintained;
- Be responsible for ensuring work is carried out to manufacturers' guidelines and statutory requirements;
- Ensure all work is carried out in a safe manner and in line with Health and Safety regulations and procedures;
- Contribute to maintaining the workshop in clean and tidy manner;
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules
- Ensure that you follow all health and safety regulations and all other Council policies and procedures in place;
- Attend any training course required by the service;
- Demonstrate flexibility towards the services to achieve targets;
- Participate in My Time / My Time Extra sessions and Corporate / Directorate LIA sessions;

In this job you will need

You must be able to demonstrate the following essential requirements: -

- Significant experience of working within a transport environment;
- NVQ Level 3 / City and Guilds in Motor Vehicle Engineering or equivalent;
- Hold a minimum of category C licence entitlement;
- Hold a current valid Driver Certificate of Professional Competence qualification card, with the commitment to carry out annual training to maintain this qualification;
- Sound knowledge of health and safety and its application within an operational workplace;
- Excellent organisational and planning skills;
- A high level of communication skills;
- Ability to work flexibly in line with business demands and shift rotas, including outside of normal working hours, bank holidays and weekends;

- Take pride in your work, meet customer deadlines and complete work to a high standard;

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- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
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- Believe in you

Your part

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Job specification



Job title: Fleet Procurement Officer
Service: Fleet Services
Grade: tbc
Reporting to: Waste and Fleet Operational Manager

Your job

Fleet Services are responsible for the procurement and management of the Council's fleet of vehicles and plant, including compliance of the maintenance and repairs schedule, and performance of vehicles and drivers.

As part of the Places Directorate's Environmental Services, Fleet Services is integral in supporting the Council's front line operational services. This role will work closely with Service and Operational Managers across the directorate and Council including Waste, Highways, Building, Integrated Transport Unit, Finance and other partner agencies and will lead the fleet and plant procurement programme.

The role holder is responsible for procurement in Fleet Services, managing the replacement of around 400 vehicles and plant in line with the programme. In addition, the Fleet Procurement Officer is responsible for the procurement of other fleet requirements and the disposal of vehicles and plant in line with policies and procedures. The role holder will also research new technologies within the industry with the aim of implementing to the benefit of services as appropriate.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, you will:

- Deliver the vehicles and plant procurement programme in line with the Council's Contract Procedure Rules and Constitution and ensuring compliance to the Greater Manchester Clean Air Plan ;
- Implement alternative fuel strategy for the Council's fleet of vehicles and plant, to support the Council's Climate Change Policy and improve air quality throughout the borough. Includes research, development of business case and securing financial funding for both infrastructure and additional vehicle and plant costs;
- Review the current disposal procedures for vehicles and plant;
- Understand financial and costing models for vehicles and plant;
- Undertake a review of services and supplies used by Fleet Services and the Council's Contract Register;

On an ongoing basis you will:

- Be responsible for the planning, programming, procurement, delivery and handover of the vehicle and plant replacement programme and other services and supplies used by Fleet Services, including preparing detailed specifications, consulting and liaising with Service Managers, Operational Managers, service user representatives and Fleet Services team;
- Prepare and present quarterly capital expenditure report detailing forecasted and actual amounts;
- Prepare and present monthly report on the replacement programme for the Waste and Fleet Service Manager and the Waste and Fleet Operational Manager;
- Prepare business cases for replacement fleet and plant for approval to the Director – Environment and external clients.
- Provide technical advice and support to Service Managers in relation to vehicle and plant specifications to ensure service delivery is provided in the most efficient, economical and environmental sustainable way.
- Undertake procurement, when required, for services across Environment Directorate.

- Prepare and agree contract hire rates and Service Level Agreements with Service Managers;
- Responsible for the disposal or return to leasing company of vehicles and plant in accordance with Council policies and procedures;
- Maintain the Contract Register for Fleet Services;
- Keep abreast of new technologies within the industry, including organising trials and demonstrations of new plant and vehicles with manufacturers, suppliers and service users, undertaking feedback and assessments;
- Research and develop the most efficient and financially beneficial overall procurement methods, keeping yourself up to date with changes to procurement legislation and procedures;
- Ensure fairness, transparency, fraud prevention and ethics is built into our dealing with suppliers and contractors;
- Maintain positive and productive working relationships with service users, including external clients.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- Experience of working in the fleet or transport industry;
- In depth knowledge of vehicle and plant construction, specification and use. The knowledge must span a wide spectrum of vehicles and plant used by all the Council's operational services from small vans, transits and buses to heavy goods vehicles including Refuse Collection Vehicles, road sweepers and highways vehicles, as well as plant used such as mowers, tractors and mini diggers.
- In-depth knowledge of all legislation in relation to the use of vehicles and their application in the workplace;
- In depth experience of procurement and tendering processes, including use of procurement frameworks;
- Extensive knowledge of alternative fuels used in the fleet and plant industries to support the Council's Climate Change Policy and improving air quality throughout the borough.
- Membership of the Chartered Institute of Procurement and Supply (MCIPS), equivalent or working towards, or significant experience directly relevant to the requirements of the post;
- Experience of project management, evidencing leading and delivering projects and programmes;
- Ability to negotiate contracts, including costs, delivery dates and specific requirements with external suppliers and manufacturers. These negotiations must be conducted within the constraints of strict financial budgets of both Fleet Services and the service for which the vehicle/plant is being procured for, along with the need to meet timeframe deadline dates for the replacement of fleet and plant, such as cutting seasons and lease end dates;
- Experience of dealing with commercial representatives;
- Ability to plan, project manage and achieve tight deadlines;
- Excellent Financial skills;
- Have exceptional organisational skills;
- Ability to build positive and productive working relationships with a wide range of service users and suppliers;
- Excellent decision-making skills, with the ability to break down problems and deliver innovative solutions whilst considering the wider implications of actions;
- Ability to research, analyse and interpret information;
- Highly developed people skills, with an ability to lead and motivate team members;
- Accuracy skills, particularly in developing budget forecasts and managing budgets;

- Excellent written and oral communication skills, including presentation of reports;
- Ability to work independently and as part of a project / management team;
- Be IT literate, with excellent knowledge of Microsoft Office packages, particularly Excel, Word and Powerpoint;
- Ability to work flexibly in line with business demands, including outside of normal working hours;
- Evidence of continuous personal development through training.

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Job title: Waste and Fleet Operations Manager
Service: Waste & Fleet Services
Grade: G12
Reporting to: Waste and Fleet Services Manager

Your job

Wigan Council has embarked on a major change project that is a customer focused service delivery model and one which will see workforce reform and fresh look initiatives at its heart.

Waste Services has recently implemented significant service changes and this role will work closely with the Waste and Fleet Service Manager and Waste Collection Manager to continue identified service improvements and embed a workforce culture change.

Fleet Services are responsible for the management of the Council's fleet of vehicles and plant, including compliance of the maintenance and repairs schedule, procurement and performance of vehicles and drivers. You will be the designated Transport Manager and be responsible for the Council's Operator's Licence and Vehicle Testing Station. The service recently embarked on a "Fresh Look", reviewing and challenging how the service is delivered. This role will assist the Waste and Fleet Service Manager in the strategic delivery and modernisation of the service.

The role will also help lead, motivate, manage and develop both Waste and Fleet Services and will play a key part in driving performance of both teams.

In this job you will

Within the first 12 – 18 months you will:

- ◆ Work closely and collaboratively with the Service Manager and other team members to deliver on workforce reform and service redesign in both Fleet and Waste service areas;
- ◆ Be fully conversant with the Council's organisational change policies and practices and take the lead on supporting the Service Manager with service redesigns and strategic development of all aspects of the Fleet and Waste services;
- ◆ Lead on service modernisation work-streams within Fleet and Waste services, including as priority implement technical and digital improvements, including the introduction of technology in the fleet workshop, in the Bulky Collection and Bin Delivery services and the replacement of Waste Collection's in-cab system;
- ◆ Proactively and positively contribute to the management of relationships between managers, employees, internal and external partners, and trade unions, ensuring constructive dialogue and communications;
- ◆ Maintain Health & Safety knowledge and expertise on current areas within designated remit to ensure safe and efficient working practice within the team;
- ◆ Develop and embed performance management systems and culture through fresh look, workforce reform and external benchmarking that enables a framework to drive continual improvement in both service areas;
- ◆ Support the Waste Collection Manager in the delivery of the service, leading on implementation of service improvements;

- ◆ Become the Council’s recognised “Transport Manager” for the purposes of the Vehicle Operator Licence and have attended MOT managers course;
- ◆ Ensure that the service meets its strategic fleet and plant replacement programme, in accordance with the Council’s standing orders, processes and financial regulations;
- ◆ On an ongoing basis, ensure that Waste and Fleet Services meets all its statutory duties and obligations, including Vehicle Operator Licence, Vehicle Testing Station and health and safety.

In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ Experience of working in the waste and/or fleet management industry and delivering both planned and responsive customer focused services;
- ◆ In depth experience of managing operational staff and resources to deliver and achieve complex programmes of operational services;
- ◆ Significant evidence of organisational change experience and application, with the skills and the ability to lead, manage, co-ordinate and deliver such projects;
- ◆ Detailed knowledge and experience of the regulatory requirements of the Driver Vehicle Standards Agency / Office of the Traffic Commissioner, with particular regard to Vehicle Operator Licence, Vehicle Testing Stations and fleet management activities in general;
- ◆ Hold the relevant Transport Manager CPC qualification or successfully gain this qualification and become the Council’s “Transport Manager” within 12 months of appointment;
- ◆ Experience and knowledge of Health and Safety within the industry and its application within the workplace;
- ◆ A good understanding of the value and use of new technology to improve and modernise working processes and experience of implementation to improve service delivery;
- ◆ Provide evidence of the ability to analyse data, problems or situations quickly and generate innovative and relevant solutions via a robust performance management framework;
- ◆ Significant experience in proactively building and maintaining positive working relationships with managers, staff, colleagues, trade unions, partners and customers, inspiring trust and confidence and with a particular emphasis on effective communication at all levels;
- ◆ Demonstrate the ability to manage changing priorities and demands effectively through high levels of organisational skills, ability to remain calm and follow legislative and procedural processes;
- ◆ An understanding of finance and procurement, including the management of budgets and the acquisition of vehicles;

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Signed

Donna Hall CBE, Chief Executive

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Signed

WiganCouncilOnline wigan council @wigan council wigan.gov.uk

Job specification

Wigan
Council

Job title: Workshop Labourer
Service: Fleet Services
Grade: G4 £19,312 - £20,493
Reporting to: Fleet Supervisor

Your job

Fleet Services are responsible for the management of the Council's fleet of vehicles and plant, including compliance of the maintenance and repairs schedule, procurement and performance of vehicles and drivers. This role will provide day to day support within our fleet workshop to assist with the repair and maintenance of all council vehicles, plant and equipment. You will be accountable for your own quality and standard of work, ensuring that workshop cleanliness levels are met and health and safety policies are adhere to, ensuring the safety of yourself and others.

The role will require you to work a shift rota that includes working evenings, bank holidays and alternative working days over the Christmas and Easter periods.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, you will:

- Contribute your skills and knowledge in ensuring our Fleet Workshop is maintained and to a high standard;
- Assist the Fleet Services Management Team in the implementation of service improvements;
- Assist the Fleet Services Management Team in the performance of all aspects of service delivery in order to maximise efficiency and customer satisfaction;
- Have a sound knowledge of health and safety within a workshop environment;
- Participate in My Time / My Time Extra sessions and Corporate / Directorate LIA sessions;

On an ongoing basis you will:

- Monitor and service workshop bins ensuring hazardous waste is dealt with correctly;
- Carry out mechanical and manual cleansing of workshop floors and equipment as required;
- Ensure the workshop is free of fluid deposits including oils and other hazardous liquids.
- Assist in the preparation of vehicles to MOT / Inspection standards;
- Manage the cleanliness of our Workshop recovery vehicles
- Carry out PDI inspections of hire vehicles and plant, recording information and passing this through to Fleet Support Officers;
- Be responsible for ensuring work is carried out to manufacturers' guidelines and statutory requirements;
- Ensure all work is carried out in a safe manner and in line with Health and Safety regulations and procedures;
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules
- Ensure that you follow all health and safety regulations and all other Council policies and procedures in place;
- Attend any training course required by the service;
- Demonstrate flexibility towards the services to achieve targets;
- Be able to carry out the delivery and collection of vehicles and plant in-line with your driving licence entitlements;
- Assist in the delivery and collection of parts and equipment in-line with you driving licence entitlements;
- Carry out vehicle valets;
- Carry out steam cleaning of vehicles and plant equipment when required;

In this job you will need

You must be able to demonstrate the following essential requirements: -

- Hold a minimum of category B licence entitlement;

- Sound knowledge of health and safety and its application within an operational workplace;
- Ability to work flexibly in line with business demands and shift rotas, including outside of normal working hours, bank holidays and weekends;
- To demonstrate basic Maths and English;

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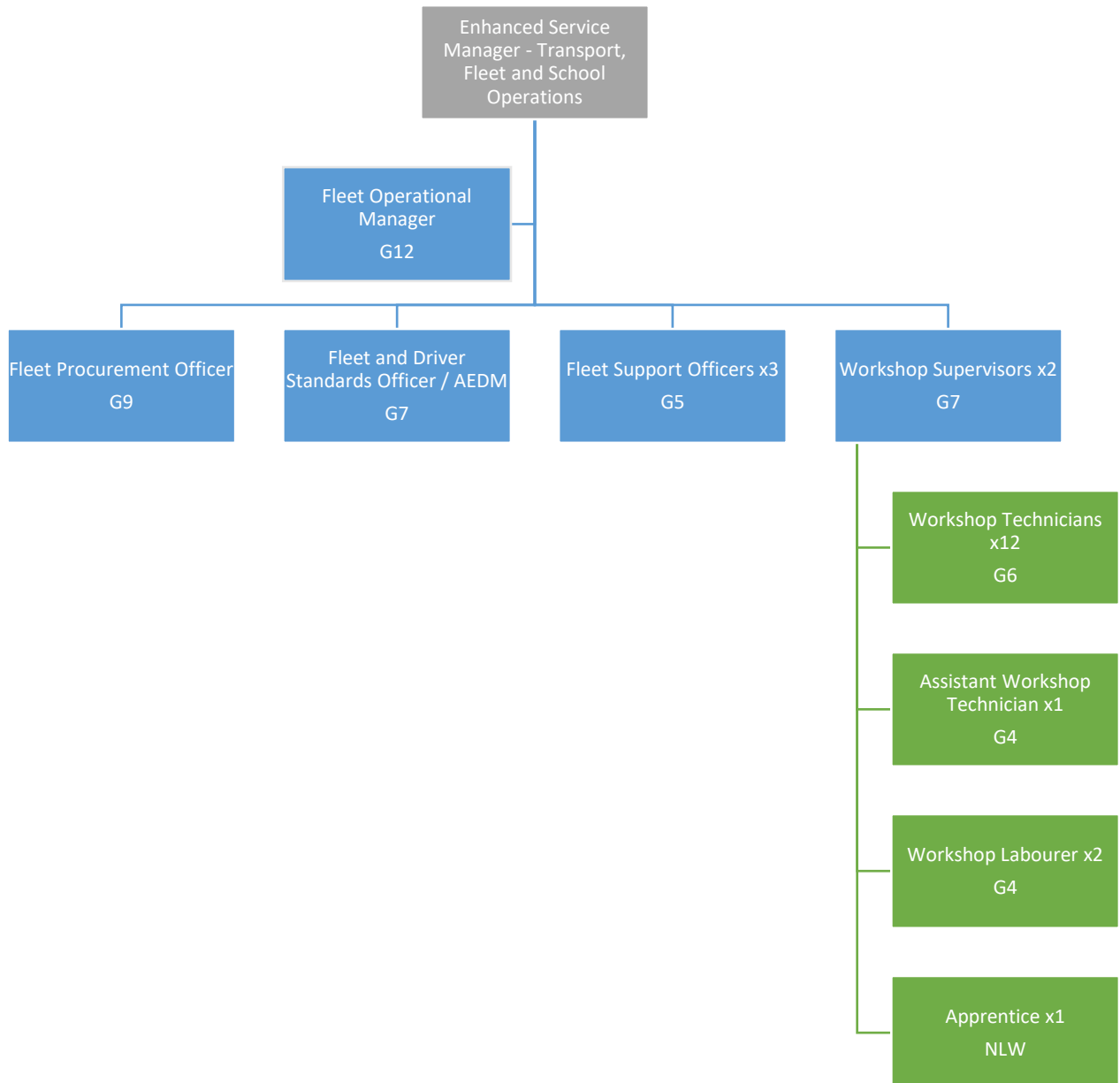
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Wigan Council Fleet Services Organisation Chart 2022



Wigan Council Pay Structure 2022/23

New Scale				New Scale			
G1				G9			
SCP	Annual Salary	Monthly Salary	Hourly Rate	SCP	Annual Salary	Monthly Salary	Hourly Rate
1	20,258	1,688.17	10.5002	29	35,411	2,950.92	18.3544
				30	36,298	3,024.83	18.8142
G2				31	37,261	3,105.08	19.3133
SCP	Annual Salary	Monthly Salary	Hourly Rate	32	38,296	3,191.33	19.8498
1	20,258	1,688.17	10.5002	33	39,493	3,291.08	20.4702
2	20,441	1,703.42	10.5951	34	40,478	3,373.17	20.9808
3	20,812	1,734.33	10.7874				
				G10			
				SCP	Annual Salary	Monthly Salary	Hourly Rate
				34	40,478	3,373.17	20.9808
				35	41,496	3,458.00	21.5084
				36	42,503	3,541.92	22.0304
				37	43,516	3,626.33	22.5554
				38	44,539	3,711.58	23.0857
G3							
SCP	Annual Salary	Monthly Salary	Hourly Rate				
3	20,812	1,734.33	10.7874				
4	21,189	1,765.75	10.9828				
5	21,575	1,797.92	11.1829				
				G11			
				SCP	Annual Salary	Monthly Salary	Hourly Rate
				38	44,539	3,711.58	23.0857
				39	45,495	3,791.25	23.5812
				40	46,549	3,879.08	24.1275
				41	47,573	3,964.42	24.6583
				42	48,587	4,048.92	25.1839
G4							
SCP	Annual Salary	Monthly Salary	Hourly Rate				
5	21,575	1,797.92	11.1829				
6	21,968	1,830.67	11.3866				
7	22,369	1,864.08	11.5944				
8	22,777	1,898.08	11.8059				
				G12			
				SCP	Annual Salary	Monthly Salary	Hourly Rate
				42	48,587	4,048.92	25.1839
				43	49,590	4,132.50	25.7037
				44	50,902	4,241.83	26.3838
				45	52,217	4,351.42	27.0654
G5				G13			
SCP	Annual Salary	Monthly Salary	Hourly Rate	SCP	Annual Salary	Monthly Salary	Hourly Rate
8	22,777	1,898.08	11.8059	45	52,217	4,351.42	27.0654
9	23,194	1,932.83	12.0220	46	53,537	4,461.42	27.7496
10	NOT IN USE			47	54,845	4,570.42	28.4275
11	24,054	2,004.50	12.4678	48	56,155	4,679.58	29.1065
12	24,496	2,041.33	12.6969				
13	NOT IN USE						
14	25,409	2,117.42	13.1701				
				G14			
				SCP	Annual Salary	Monthly Salary	Hourly Rate
				48	56,155	4,679.58	29.1065
				49	57,475	4,789.58	29.7907
				50	58,789	4,899.08	30.4718
				51	60,102	5,008.50	31.1524
G6				Extended Wigan range			
SCP	Annual Salary	Monthly Salary	Hourly Rate	Proposed Extension			
14	25,409	2,117.42	13.1701				
15	25,878	2,156.50	13.4132				
16	NOT IN USE						
17	26,845	2,237.08	13.9144				
18	NOT IN USE						
19	27,852	2,321.00	14.4364				
20	28,371	2,364.25	14.7054				
G7							
SCP	Annual Salary	Monthly Salary	Hourly Rate				
20	28,371	2,364.25	14.7054				
21	NOT IN USE						
22	29,439	2,453.25	15.2590				
23	30,151	2,512.58	15.6280				
24	31,099	2,591.58	16.1194				
25	32,020	2,668.33	16.5968				
				G15			
				SCP	Annual Salary	Monthly Salary	Hourly Rate
				52**	60,685	5,057.08	31.4546
				53**	61,272	5,106.00	31.7588
				54**	61,865	5,155.42	32.0662
				55**	62,464	5,205.33	32.3767
G8							
SCP	Annual Salary	Monthly Salary	Hourly Rate				
25	32,020	2,668.33	16.5968				
26	32,909	2,742.42	17.0576				
27	33,820	2,818.33	17.5298				
28	34,723	2,893.58	17.9978				
29	35,411	2,950.92	18.3544				
30	36,298	3,024.83	18.8142				
				G16			
				SCP	Annual Salary	Monthly Salary	Hourly Rate
				56**	63,675	5,306.25	33.0044
				57**	64,910	5,409.17	33.6445
				58**	66,170	5,514.17	34.2976
				59	67,455	5,621.25	34.9636

No. Real Living Wage Supplement (RLW) will apply following April 22 pay award as the pay award Hourly rate exceeds the RLW 01/04/2022, an increase of £1925 on all NJC pay points 1 and above an increase of 4.04 per cent on all allowances, wef