

**Job Title:** National Fleet Manager  
**Reporting to:** Chief Operating Officer  
**Direct Reports:** 4

**Job Band:** Band 1  
**Size of Team:** Circa 20 staff

Our fleet is a crucial element of our services to our communities. The National Fleet Manager will be a key member of the Community Operations Divisional Leadership Team providing expert leadership for our fleet strategy, modernisation and fleet operations across the Country. You will shape our fleet strategy ensuring that we have the best designed most appropriate vehicles available at the right time in the right place. This strategy and the operational plans beneath it will ensure our people have the best experience, our patients get the best care as well as maximising fleet utilisation, meeting operational needs and producing the best value for money for SJA. The post holder will plan and deliver national fleet preventative maintenance and replacement programmes. The National Fleet Manager will play a key role in enabling our future plans around providing services in communities across the country by ensuring the fleet is fit for purpose, complies with relevant legislation, our environmental aspirations and responsibilities and that our fleet is properly maintained and ready.

## Key Responsibilities

- Manage the national vehicle fleet and associated budgets working with other functions within SJA matrix as appropriate
- Develop and own SJA Fleet policies and procedures that apply to the procurement, use and management of the SJA fleet, to ensure that all statutory requirements including those associated with delivery of a regulated activity are complied with.
- Line manage fleet team embedded with SJA operational functions, to ensure compliance with policies and procedures to deliver a consistently high standard of fleet management and service to SJA users
- Manage fleet distribution and allocation across SJA operations to maximise vehicle utilisation, reduce fleet costs and ensure that our fleet portrays a positive image for the organisation.
- Develop and lead our fleet replacement programme to meet operational needs, including preparation of business cases for major vehicle projects & expenditure on replacement vehicles in conjunction with finance, business development and operational teams
- Promote best practice and continuous improvement in fleet management across SJA
- Develop standard vehicle specification and manage suppliers to ensure SJA has a modern, clinically effective fleet.
- Develop fleet management information systems and performance indicators for the whole fleet, including the management of the NavMan system, and report appropriately.
- 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
- Need to be proactive and passionate about making a difference
- Be resilient and adaptable, working well under pressure
- Need strong leadership, negotiation and communication skills

## 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
<b>Education and Qualifications</b>		
Educated to GCSE level or equivalent (Grade C) inc Maths & English	✓	
Educated to Degree level or equivalent		✓
<b>Experience</b>		
Experience of operating at “Assistant Director” or “Head of” level in a relevant organisation/field.	✓	
Experience of building and leading in high quality, results focused teams, with some members of the team being direct reports	✓	
Experience of managing a geographically spread vehicle fleet	✓	
Experience of implementing large scale change	✓	
Experience of developing and delivering plans and budgets	✓	
Experience of leading large vehicle procurement and disposal programmes	✓	
<b>Skills, knowledge and abilities</b>		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to lead, coach and manage people towards achieving desired goals	✓	
Ability to build and maintain effective networks internally and externally	✓	
Ability to delegate and prioritise effectively	✓	
Analytical thinker, able to focus on complex business transformation issues	✓	
Ability to provide clear, concise written reports and presentations.	✓	

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: RL

Date of preparation: December 2018



## BE PART OF A LIFE SAVING TEAM

