



## SECTION 2 - PERSON SPECIFICATION

### JOB DETAILS

<b>Job Title</b>	Head of Fleet	<b>Band</b>	8c
<b>Hours of Work</b>	37.5 hrs per week	<b>Base</b>	Regional/Negotiable
<b>Department</b>	Operations Support	<b>Directorate</b>	Clinical Operations

### KEY COMPONENTS

<p><b>Delete this Guidance Note before submitting for Job Evaluation</b>  <b>Guidance Note:</b> A minimum of 5, and no more than 10, elements can be set as an <b>Essential Criteria</b> for shortlisting against application.</p>		Essential / Desirable	Measured by Application / Interview / Assessment
<b>Qualifications &amp; Experience</b>	Master's, or equivalent level, management qualification, or equivalent experience.	<b>E</b>	
	Membership of Ambulance Transport Advisory Group (ATAG) and (IRTE) Institute of Road Transport Engineers	<b>D</b>	
	National Operators licence (Dept of Transport)	<b>D</b>	
	Possess suitable qualification and experience to provide professional advice relating to Road Transport Legislation, vehicle construction and use regulations and vehicle and driver licensing regulations.	<b>E</b>	
	Membership of Motor Industry professional body, i.e. Society Operations Engineers, Institute of Road Transport Engineers or Institute of Motor Industry.	<b>E</b>	
	Senior management experience in a transport or fleet environment with a minimum of five years' experience as a Fleet Engineer or Transport manager with a fleet in excess of 100 vehicles.	<b>E</b>	
	Experience in strategic budget management and the development of management accounting systems.	<b>E</b>	
	Experience of negotiating and managing high value contracts (£1m+) including insurance.	<b>E</b>	
	Experience in the performance management of in house service and external providers.	<b>E</b>	
	Excellent knowledge of Health & Safety legislation and practical application within Motor and Transport Industry.	<b>E</b>	
	Experience in leading and managing geographically diverse teams.	<b>E</b>	



	Proven experience in managing specialist vehicles, including blue light vehicles and equipment including procurement and maintenance programmes.	<b>D</b>	
	Full, UK compatible driving licence (including category C1).	<b>E</b>	
<b>Skills and Knowledge</b>	Specialist knowledge of fleet products and associated digital equipment.	<b>E</b>	
	Provide and receive highly complex, sensitive and contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups.	<b>E</b>	
	Persuade board and senior managers of the respective merits of different options, innovation, and new market opportunities.	<b>E</b>	
	Negotiate on difficult and very complex and detailed issues.	<b>E</b>	
	Takes decisions on difficult and contentious issues where there may be a number of courses of action.	<b>E</b>	
	Strategic thinking – ability to anticipate and resolve problems before they arise.	<b>E</b>	
	Ability to carry out procurements for highly detailed, high value contracts that require analysis, comparison and assessment.	<b>E</b>	
	Inputs to strategic plans across NHS and within the specific teams.	<b>D</b>	
	Skills for delivering results through managing through others and using a range of levers in the absence of direct line management responsibility.	<b>E</b>	
<b>Personal Qualities, Abilities and Attributes</b>	Demonstrate a high level of initiative and commitment to the provision of an efficient and effective service.	<b>E</b>	
	An ability to make decisions and work under pressure.	<b>E</b>	
	Ability to delegate.	<b>E</b>	
	Ability to plan and schedule resources; human, material and financial.	<b>E</b>	
	Self-motivated in identifying issues and developing proposals for improvement.	<b>E</b>	
	Demonstrate continuous professional development.	<b>E</b>	