



Job description and employee specification

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| Job title: | Fleet Development Co-ordinator | Location: | Cheltenham |
| Reports to: | Fleet Technical Manager | Working hours: | 37 per week |
| Job number: | TBC | Salary grade: | F |
| Supervises: | Fleet Administrative Staff - part | | |
| Main purpose of the job: | <ul style="list-style-type: none"> • To maintain and develop an effective and efficient fleet support service ensuring full compliance with legal and Ubico policies. • Be responsible for the development, reporting and continual improvement of the fleet management computer system and other computer systems, as necessary. • To undertake the full 'conception to disposal' vehicle and plant replacement activities. • To perform supervisory responsibilities for Fleet Services including train and developing staff, when required. • Ensuring the accurate preparation, compiling and presentation of all Fleet related data including the interrogation of the fleet management system and other systems, producing relevant and accurate management, monitoring information and statistics as requested. • To lead on Fleet related projects as required. • The post holder is required to support the Head of Fleet Operations in achieving key performance indicators (KPIs) of the Fleet service and achieve full vehicle availability to support the needs of front-line services at all times. | | |
| Key duties and responsibilities: | <p>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</p> <p>This is what we need you to do:</p> <ul style="list-style-type: none"> • To be responsible to the Fleet Management Team in the efficient and effective management of the fleet service support systems, tasks, areas, and staff. • Lead on the Fleet Management systems application and use across the organisation ensuring benefits and efficiencies are realised and the Fleet services processes and procedures are continually improved. • To undertake the full 'conception to disposal' vehicle, plant, and other fleet related procurement, including accurate specifications, evaluations, replacement programmes, and any other procurement by the fleet service ensuring compliance with public procurement regulations and processes. • To organise and undertake vehicle and plant demonstrations, vehicle hires, undertake test drives, evaluate and compare results and liaise with suppliers, as necessary. • To supervise fleet administrative staff across Ubico operational depots as required, ensuring high quality attention to detail on compliance, systems, and customer service. | | |



- To deputise for the Fleet Support Co-ordinator as and when required, including attendance at meetings. To support and cover any other roles within the Fleet team as required and as commensurate with post holders experience.
- To manage the preparation, inputting, and reporting of data/ including interrogating the fleet management system and other Fleet related computer systems, reporting to external and internal colleagues and Ubico customers, as necessary.
- To actively participate and undertake significant formal project roles within fleet related project activity.
- To prepare and process internal and external sales invoices and purchase ledger activities as required, including cash handling and banking, the taking of payments, checking goods received/invoices received and process as necessary, reconciliation, the recording and upkeep of spread sheets and other computer systems.
- Administer Ubico's obligations and requirements under Legislation and internal policies, providing and presenting advice and guidance where required.
- To ensure the efficient recording and set up of all fleet items including that their planned maintenance schedules are effective and on the fleet management systems and regularly reviewed.
- To ensure that full and accurate vehicle and plant procurement, disposal and driver documentation is gathered, reviewed, and recorded, with other records relating to the fleet service and that these records are in good order and easily accessible to authorised personnel.
- To ensure that all scheduled activities and tasks undertaken by the Fleet Support and Workshop teams in relation to the fleet management and other systems are delivered accurately and on time whilst managing other high levels of conflicting priorities and demands.
- To keep up to date with current good practice, identify future trends, update and create new processes and procedures that produce business improvements and advise the Fleet Management team accordingly to ensure service efficiency, continued improvement and compliance at all times.
- To ensure there is no single point of failure and that there are sufficiently trained and qualified staff to operate the fleet department's software packages and ensure business resilience in the case of unexpected absence.
- Produce and develop technical documents, spread sheets and databases in agreed formats within agreed timetable/deadlines.
- Transact with stakeholders for the fleet service, including updates to the Transport Operator's Licence and the MID (Insurance Database).
- Professionally liaise and communicate with all customers, workshops and stakeholders including drivers, customers and suppliers and any internal/external communications, and deal with such enquiries promptly and efficiently.
- Administer and compile reports from the fleet services vehicle telematics monitoring, full connected fleet installations, mapping, and fuel systems, including fuel cards.
- To ensure weighbridges and on-board vehicle systems are maintained and calibrated in accordance Weights and Measures legislation and/or manufactures recommendations.
- To contact/liaise with insurance stakeholders and other agencies on statistics, incidents, and accidents.
- Ensure that Ubico's statutory obligations are effectively complied with at all times.
- To schedule and/or undertake Risk Assessments, COSHH assessments etc as and when necessary. To ensure that staff comply with Health & Safety policy and legislation at all times and to attend Health & Safety meetings as and when requested.



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| | <ul style="list-style-type: none"> • Undertake any other responsibilities or training that may be required by the Head of Fleet Operations, commensurate with the grading of the post. <p>All employees of Ubico are also expected to:</p> <ul style="list-style-type: none"> • Work to add value to, and be a valued member of, the team and to be valued by customers. • Comply with the organisation’s health and safety policies and safe systems of working. • Work in compliance with the codes of conduct, regulations (including financial), and policies of the organisation. • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation. <p>• Be committed to and demonstrate the values of the organisation which are to:</p> <ul style="list-style-type: none"> ✓ Deliver quality – what we do, we do well. ✓ Be safe – look out for yourself and others. ✓ Do the right thing – make good decisions and treat people with respect. ✓ Care for our environment – protect where we live and work. Strive to be cleaner and greener. ✓ Work together – communicate well and help each other. |
| <p>Essential requirements - qualifications, skills, abilities, knowledge, and experience:</p> | <p>Qualifications</p> <ul style="list-style-type: none"> • Full, valid, Class B UK Driving Licence with appropriate own vehicle and insurance for work purposes. • Recognised qualifications in Maths and English. <p>Knowledge and experience</p> <ul style="list-style-type: none"> • Significant knowledge in all aspects of the theoretical and the practical application of Fleet Management software and associated detailed reporting. • Knowledge of best practice in fleet management including aspects of relevant legislation and regulations. • Experience of AssetWorks M5, Business World, Velocity and Triscan or similar bespoke computer systems. • Experience in the supervision or mentoring of people in business support roles. • Encompassing effective communications with various stakeholders at all levels, both verbally and in writing. • Excellent fleet administrative experience and organisational skills with a good eye for detail and the ability to multi-task effectively. <p>Skills and abilities</p> <ul style="list-style-type: none"> • Communicates clearly and effectively, a good listener with good people skills. • Able to work using own initiative as well as working as part of a team with a friendly, outgoing, and enthusiastic outlook, whilst working to strict deadlines with a high degree of accuracy. • Understands ICT solutions to improve operational performance. • Understanding and knowledge of customer/supplier expectations in a relevant field. |



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| | <ul style="list-style-type: none"> • Proficient in Microsoft Office including Word, Outlook, and Excel. • Flexible approach to working times and locations. | |
| Desirable requirements - qualifications, skills, abilities, and experience: | <ul style="list-style-type: none"> • Vehicle and/or asset procurement experience. • Knowledge of different vehicle and plant applications; models, groups, and alternative fuels. • Knowledge of vehicle telematics and vehicle parts terminology. • Project management experience. • Familiar with goods vehicle operator's licence requirements and undertakings. | |
| Special conditions: | | |
| Date created: | 22.11.2021 | |
| Date reviewed: | 07.07.26 | |
| Created/reviewed by: | Name: Kevin Attwood | Job title: Fleet Technical Manager |

