



Job description and employee specification

Job title:	Fleet Driver Liaison Manager	Location:	Cotswolds and other Ubico Locations as required
Reports to:	Fleet Principal Driver Liaison Manager	Working hours:	37 per week
Job number:	TBC	Salary grade:	Grade G £37,280-£38,220
Supervises:	None at present. However, future lower Graded employees as required		
Main purpose of the job:	To undertake practical and theoretical driver assessments, coaching and training providing environmental and efficiency improvements related to vehicles and drivers. To manage documentation and produce relevant and accurate management reports, monitoring information and statistics as required. To carry out analytical interrogation and updating of driver and vehicle systems relevant to the role.		
Key duties and responsibilities:	This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes. This is what we need you to do: • To download and interpret electronic vehicle data and other information sources. • Deliver training needs from reports, ensuring continual driver progress is achieved and maintained, documenting detail. • Administer, monitor and act on vehicle fleet telematics information, full connected fleet installations and solutions, mapping, weighing and fuel systems (including fuel cards) and any other related vehicle/driver system. Ensure systems are fully maintained and fit for purpose. • To ensure target setting, monitoring and improvement of drivers is achieved in the interests of the environment, reducing vehicle related incidents and promoting safety and efficiency; to take responsibility for reporting concerns with progress to the appropriate Manager and to maintain appropriate training records. • Be responsible for the preparation and inputting of data/interrogating the fleet management and other computer systems as necessary. • Undertake and deliver theoretical and practical training and assessments flexibly across a range of working hours and days as required by Ubico. • To carry out incident and accident investigation as required, liaise with Managers and prepare and deliver formal documents for disciplinary and other departmental needs. To contact and liaise with insurance companies, stakeholders and other agencies, ensuring records are maintained of such. • Monitor compliance portals, keep operations informed and follow up on any actions required. • To report regularly on progress towards the reduction of shareholders carbon footprints as related to fleet operations. • To undertake Risk Assessments, COSHH assessments etc as and when necessary. • To support and cover any other roles within the Fleet team as required and as commensurate with postholders experience. • To undertake and deliver any other responsibilities, tool box talks or training that may be required by the Head of Fleet Operations, commensurate with the grading of the post. All employees of Ubico are also expected to: 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. Be committed to and demonstrate the values of the organisation which are to: ✓ 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.	
Essential requirements - qualifications, skills, abilities, knowledge and experience:	Qualifications • Full, valid UK Heavy Goods Vehicle Driving Licence (or European equivalent) minimum Class C. • Evidence of continuing training development relevant to the job e.g. Driver CPC Knowledge and experience • Practical experience of professional HGV driving. • Ability to analyse, interpret, report and act on data. • Experience in the management of drivers/people. • Experience of maintaining electronic and paper-based records. Skills and abilities • Flexible approach to working days, hours and tasks allocated. • Ability to prepare and deliver practical and theoretical training sessions to a wide audience. • Ability to document and ensure progress of individual learning. • Ability to communicate clearly and effectively, a good listener and presenter with good interpersonal skills. • Adept in Microsoft packages (Word, Outlook etc), with experience of using bespoke computer systems. • Self-motivated and highly organised with an eye for detail.	
Desirable requirements - qualifications, skills, abilities and experience:	• Experience in creating and presenting PowerPoint presentations. • Experience of differing Vehicle Specifications. • Evidence of continuing training development relevant to the job e.g. Driver CPC training etc. • LGV driving assessor qualification or equivalent; or willing to work towards this.	
Special conditions:	• There may be a requirement to work at other locations to meet the needs of the business. • Responsible as a key holder, for the security, opening and closing of the workshops and depots as required. • A requirement to undertake relevant personal development training as deemed relevant to the future evolution of the role requirements. • To keep up to date with current good practice, changes in legislation, identify future trends and advise the Principal Fleet Driver Liaison Manager. Apply updated knowledge. • Own car available and insured for business use.	
Date created:	28 th April 2020	
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Created/reviewed by:	Name: Shane Burke	Job title: Fleet Principal Driver Liaison Manager