



Your job

Job Title: Fleet Compliance Officer

Service: Fleet Services

Grade: G7

Reporting to: Fleet Operational Manager

You will have overall responsibility to monitor vehicle and driver compliance, ensuring standards are maintained.

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 work with internal partners and external organisations to maximise fleet efficiencies.

You will play a leading role in developing and implementing fleet and driver policies and procedures ensuring legal regulations are met;

Influence and monitor behavioural change for drivers across various platforms, including the use of telematics to monitor driver and vehicle performance. Provide regular reports to line management and service leads with recommendations around efficiencies;

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;

You will be responsible for the recording and file management of all legal documentation around compliance in line with the requirements of the councils vehicle operator licence; including daily vehicle check and defect reporting booklets and driver hours booklets.

Explore digital solutions and identify any systems that could enhance current operating / monitoring processes;

Carry out accident investigations, applying a consistent approach. Feedback findings in way of reports to line management and service leads, monitoring repeat incidents and putting forward recommendations.

Support services through the driver recruitment process.

Mandatory Statement

The Council is committed to complying with 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.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Participate in the delivery of the service in line with the service plan and co-operate and assist with improvements.
- Carry out and document regular audits on Wigan council vehicles across all departments both within Makerfield Way Depot and other satellite depots throughout the borough.
- Review and develop a library of driver and operator training, monitoring expiry dates and requirements.
- Monitor and compile regular reports on driver performance and behaviours.
- Obtain Managing Safely (IOSH) qualification.
- Review current vehicle and operator accident and incident process and develop a robust investigation procedure.

On an ongoing basis you will:

- Carry out regular audits to ensure legal compliance of fleet and driver requirements including licence checking via the DVSA.
- Commission external training providers and liaise with internal directorates to meet annual training programmes.

- Lead and manage Driver and plant user training, ensuring operators of vehicles, plant and machinery have the required licences and qualifications and legal requirements are met at all time.
- Deliver internal training for drivers and plant operators.
- Carry out and document regular audits on Wigan council vehicles across all departments both within Makerfield Way Depot and other satellite depots throughout the borough.
- Manage D4 medical bookings for required licence holders employed by Wigan Council. Ensure compliance with licencing regulations.
- Carry out research, trials and ultimately the implementation of new technologies.
- Work flexibly in line with the demands of the service.
- Prepare and deliver presentations and training.
- Be whiling to attend events and display the wigan council behaviours.
- 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:

- Authorised Examiner Designated Manager (AEDM) qualification (commonly known as MOT manager). or willingness to take undertake training and achieve the qualification within 12 months.
- Qualified SAFED Green Band instructor - or similar – 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 training requirements including driver CPC.
- Experience in undertaking accident investigations and recommendations.
- Ability to interpret and analysis data on driver behaviours. To identify trends and training requirements for individuals.
- Ability to prepare reports, presentations and structured training sessions.

- 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 role.
- Knowledge and understanding of customer care principles.
- The ability to demonstrate project management skills. – please provide details of this.
- 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.
- Knowledge and experience of using Microsoft computer software programmes within the workplace.

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 **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”