

Job Title	Transport Manager
Department	Transport
Reports to	Head of Procurement & Operations Support
Grade	Senior Manager
Purpose & Overview	<p>The Transport Manager position in Wales and West Utilities is a diverse and challenging role, principally managing a small Transport team and key strategic partners to deliver excellent service to the internal customer community of managers and engineers.</p> <ul style="list-style-type: none"> • To deliver a fit for purpose fleet (incl plant), prioritising safety & efficiency to ensure WWU can deliver on its strategic objectives. • To contract manage various outsourced service providers acting as contract owner to ensure service delivery to support the wider business. • Ensures the continuous & effective management of the fleet to meet compliance with Road Transport Law & Operator License requirements. • Provides advice and support to manager community to ensure Operator License compliance • Guides wider business towards net zero fleet.
Key Accountabilities	<p>Compliance:</p> <ul style="list-style-type: none"> • Manage and enforce processes that ensure Operator License compliance. Ensure driver licensing & drivers' hours compliance. Inform amendments to Road Transport Law to relevant persons • Advise and inform on all legislative updates to relevant operational personnel regarding Operator License compliance, record keeping requirements & vehicle maintenance and condition reporting. • Maintain O Licence data to the satisfaction of the Office of the Traffic Commissioner and DVSA. Maintain accuracy of fleet and business data held on Gov.UK website. • Manage and review scheduled depot audit programme covering all operational departments, to ensure continuous & effective compliance with Road Transport Law & the conditions of WWU Operator Licenses. • Investigate and advise on opportunities to improve aspects of providing continuous and effective control. • Ensure fleet processes comply with legislative requirements of continuous motor insurance. • Support and advise driver community. <p>Strategic Supplier Management:</p> <ul style="list-style-type: none"> • Manage third party suppliers within the main fleet management contract to ensure effective problem resolution and minimise delays, ensure effective vehicle downtime management.

	<ul style="list-style-type: none"> • Manage the supply contracts for the purchase and conversion of vehicles & plant that support the fleet replacement programme. Liaising with suppliers on specification, cost and lead times • Manage asset disposal provision to ensure processes minimises operational disruption ensure fleet assets realise maximum residual value. • Other 3rd party management (Fleet Management, Fuel Cards, telemetry) • Manage the provision of company cars, covering all aspects of operational management resolving queries from drivers and managers <p>Net Zero Fleet</p> <ul style="list-style-type: none"> • Lead the creation of a Net Zero strategy for the WWU fleet • Baseline existing emissions and standards • Keen interest in latest developments for zero-emission commercial fleet • Able to balance practical applications and fit for purpose criteria with delivering zero emission fleet. <p>Financial Management:</p> <ul style="list-style-type: none"> • Oversee significant annual capital replacement programmes with complex supply chains. • Manage process & payment of invoices, ensuring data accuracy. • Provide effective budgetary management of the fleet management contract. • Manage fleet maintenance budget. • Ensure fleet assets realise maximum residual value. • Manages the provision of fuel card contract. Monitor & challenge data accuracy with fuel card suppliers <p>Commercial Management:</p> <ul style="list-style-type: none"> • Cultivate relationships with account management team in fleet management contract to ensure effective delivery of service. • Ensure an effective management of accident reporting for company cars & commercial vehicles Identify & challenge avoidable cost & ensure effective recovery of uninsured losses. • Provides monthly & adhoc reporting to Operations & Finance departments. • Advise on any new technology/functionality in data capture that offers commercial advantage. • Cultivate relationships with account management team in fleet telematics contract to ensure effective delivery of service.
<p>Metrics</p>	<ul style="list-style-type: none"> • Fleet (incl hire) management contract £4m • Fuel card spend £6m • Company car £2m • Fleet replacement programme circa £3m to £14m

	<ul style="list-style-type: none"> • Commercial vehicle fleet ~1300 (incl ~50 HGVs) • Mobile plant fleet ~850 • Company cars ~275 • Goods Vehicle Operator Licenses 3 • Goods Vehicle Operating Centres ~23
Technical Know-How & Skills	<ul style="list-style-type: none"> • Sound technical background in light and heavy vehicle and car technologies, will act as subject matter expert when specifying and selecting vehicles, mobile plant and fleet management services. • Experienced supplier manager, will manage business critical outsourced services related to fleet provision. • Excellent working knowledge of latest zero emission vehicle technology. • Skilled communicator, able to communicate at all levels of the organisation. • Sound commercial knowledge able to produce effective and concise investment papers for Executive approval.
Qualifications	<ul style="list-style-type: none"> • Experienced Transport Manager with Transport manager Certificate of Professional Competence.