



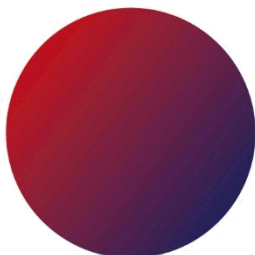
Transport & Logistics Department

Job Description

Role: Transport & Logistics Administrator

Date: January 2022

Version Control: V1



JOB TITLE:	Transport and Logistics Administrator
SCALE:	4
SUPERVISION AND CONTROL:	Transport & Logistics Management
PLACE OF WORK:	Force Headquarters / MLC
HOURS OF WORK:	37

PURPOSE OF THE JOB:

Administration of the Joint Transport and Logistics Department supporting both Northamptonshire Police and Northamptonshire Fire and Rescue fleet and transport departments. Duties will include vehicle service schedules, workshop information processing and updating data systems for fleet and equipment management.

MAIN RESPONSIBILITIES:

- 1 Maintenance and analysis of fleet management information systems (including police vehicle accident information), vehicle service and history, production of management reports for budget holders and provide costing information for Financial Services and highlighting trends and patterns and suggesting remedial courses of action.
- 2 Updating records for essential IT management systems for the Fleet and Transport departments including Tranman, Telematics and Red Kite to ensure all systems are up-to-date and compliant with accurate date
- 3 To provide scheduled and ad-hoc reports from fleet and transport IT systems to allow for operational review and management information support
- 4 Prepare statements for Case builders on police vehicles that sustain criminal damage ready for Head of Transport and Travel signature.
- 5 Monitor of all aspects of the fuel management systems, including fuel cards, bunkered fuel and budgets. Provide training and guidance for on-duty facilities staff. To monitor and report on carbon footprint at regular intervals.

- 6 Monitoring of all workshop expenditure in order to ensure it remains within the annual budget and implementation of any corrective action required.
- 7 Administrate the Transport and Travel policy and procedures to ensure travel is managed in a cost effective and efficient manner, in keeping with both Northamptonshire Police and Northamptonshire Fire and Rescue's Principles of Transport and Travel.
- 8 Administration of vehicle licence registration and renewals until disposal.
- 5 Recording and management of all relevant vehicle fleet procurement and disposal information.
- 9 Management of the covert fleet, in keeping with legislative requirements and policies in place within Northamptonshire Police.
- 10 Manage the Joint vehicle, cycles, equipment and plant service programme.
- 11 Manage London Congestion Charging account with Transport for London, M6 Toll transit and MIDAS insurance database.
- 12 Raise, cost using TimePro and ICME data and close all repair job cards.
- 13 Liaison with suppliers and contractors to gain best value for money for goods and services within a Transport environment. Place orders on the ERP / Unit 4 System and manage the process through.
- 14 Liaison and discussion with both internal and external personnel, at all levels to discuss all aspects of Transport / Fleet adjusting the content to suit appropriate levels of experience and expertise.
- 15 Systems Manager for Transport IT systems including the implementation of developments, upgrades, business continuity and liaison focus with the Digital and Technology Department
- 16 To administer staff records such as overtime, attendance, sickness, training and leave.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working and major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post and

considered to be a reasonable request where relevant training and support is given.

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service for Northamptonshire Police

The annual leave entitlement is 23 days with a further 5 days after 5 years continuous service.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- 1 Experience in the motor industry.
- 2 Experience in fleet administration.
- 3 Excellent working knowledge of transport / fleet related IT systems and skills to manage and develop them in order to enhance efficiency and Value for Money.
- 4 Ability to work on own initiative, make recommendations for improvement and contribute to the work of the team
- 5 Experience of development and introduction of new systems and procedures.
- 6 Good interpersonal negotiation and communication skills.
- 7 Ability to discuss technical issues with those without technical knowledge or training.
- 8 Ability to analyse and disseminate management information.
- 9 Very good numerical, report writing and presentation skills.
- 10 Confidence to work with staff and officers at all levels of the Northamptonshire Police and Northamptonshire Fire and Rescue.
- 11 Candidates must be able to demonstrate a level of awareness of diversity and equality issues appropriate to this role.

DESIRABLE CRITERIA

- 1 Experience of budget control and monitoring.

