



Job description			
Job title	Fleet Procurement and Compliance Manager		
Grade	N		
Directorate	Communities & Neighbourhoods		
Service/team	Fleet & Logistics Management Service		
Accountable to	Fleet Operations Manager		
Responsible for	Fleet Maintenance Staff (X 14 FTE's & 1 PTE)		
JE Reference		Date Reviewed	11/05/2026

Purpose of the Job

The primary purpose of the post is the fleet management and operational technical support functions including fleet procurement/disposal, asset register management and the day-to-day line management of the Council's Stretton way depot and stores units. It also includes management of the fleet workshop facility and to ensure the legal compliance of the fleet to meet the requirements of the Council's Operators licence, driver and vehicle standards and all related regulations.

This will include all staff management and related responsibilities around operational liaison, delegated budget management as well as related operational and IT systems/ISO processes.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Fleet Management

1. To provide Professional and technical advice to Council stakeholders on all aspects of the Council Fleet replacement programme assisting them with the planning and procurement of their current and future vehicle and plant requirements offering best value as in line with the Council's Fleet Management Strategy.
2. To manage the fleet disposals programme ensuring the prompt efficient and most cost-effective disposal route for all items that have come to the end of their useful life.



3. Management of the Fleet workshops ensuring all daily process and procedures are followed delivering all performance management requirements.
4. To assist the Fleet Operations Manager in the development negotiation and compliance with Service Level Agreements for all internal and external customers
5. To work with all stakeholders to maximise fleet availability and utilisation thereby minimising any external fleet hire. Ensuring that all hired fleet items are ordered in line with existing hire contracts, provide value for money and meet all compliance legal and insurance requirements.
6. Responsible for the corporate council fleet asset register ensuring that all records are up to date and accurate.
7. To Support the Fleet Operations Manager with all vehicle and Driver compliance issues to ensure the Council remains within its Operator and statutory requirements.
8. To be responsible for work within the fleet procedural functions including fleet maintenance records, performance reports/data, invoicing and payments for Service Level Agreements Commercial contracts for both internal and external customers.
9. To facilitate the management of the Stretton way depot operations ensuring it is undertaken in a planned effective manner offering value for money within the council's overall requirements
10. To identify, assess and implement new working methods that will result in achieving operational efficiencies.
11. To seek and identify additional resource capacity to exploit the capabilities and capacity of the service to achieve full commercial potential through making representation to potential customers and securing additional income generation work.
12. To lead on and participate in all team meetings and to contribute towards the development of service improvements and performance.

Depot and Stores Management

1. To ensure that the site management of the Council's Stretton Way depot is undertaken in an effective, planned and value for money manner that meets stakeholder and health and safety, and environmental protection requirements.
2. To develop and implement new approaches to the Directorate's stock holding that deliver financial and operational efficiencies through greater utilisation of IT solutions.



3. To co-ordinate the facilities management requirement for Stretton way Depot including the developing Implementing and monitoring of all Service level agreements as required.
4. Management of the overall stores function daily in order to meet the service levels and key performance indicators required.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Health and Safety



- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.