



Person Specification			
Post title	Fleet Procurement & Compliance Manager	Grade	N £47,181.00 to £48,226.00

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience of management in a transport or fleet environment, with a varied fleet of vehicles and plant. (Minimum 3 Years).	CV/SS, I
S2	Experience in creating and establishing fleet policies and procedures, from vehicle procurement to disposal, how to price, specify and purchase or lease vehicles.	CV/SS, I
S3	Experience in the performance management of maintenance contractors, accident repair companies, vehicle specialist builders and vehicle leasing companies.	CV/SS, I
S4	Experience of supervisory management, developing the skills, knowledge and performance of a multi-functional workforce.	CV/SS, I
S5	Ability to liaise with, negotiate and influence others/contractors/organisations/stakeholders.	CV/SS, I
S6	Ability to supervise and manage the work of others, to motivate, and influence.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect.	I
P2	Critical thinking – you will have the ability to separate facts from assumptions, and determine what is relevant and what is not in the decision-making process in all key elements of fleet management.	I
P3	36 hours per week, Monday – Friday with ability to work weekends / evenings if necessary.	I

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Communication		
C1	Good communications skills; ability to communicate, verbally as well as in writing.	I
C2	To be able to effectively communicate with persons at all levels.	CV/SS, I
Qualifications		
Q1	Level 3 Certificate of Professional Competence in Road Haulage (National)	CV/SS, C
Q2	Degree level qualification, or equivalent experience, in Transport Management.	CV/SS, C
Q3	Evidence of continual professional development over the last three years.	CV/SS, C
Q4	Driving licence category B	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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