

**Role Description & Person Specification/Advertising Profile**

**Fleet Procurement Officer**

**Department of Infrastructure, Fleet Services**

**What will you do?**

You will be expected to have considerable breadth and depth of knowledge around vehicles and plant, including bespoke assets such as Heavy Goods Vehicles, PSV’s, Municipal Plant, Trailers and Blue Light Response vehicles.

You will provide advice and guidance to Fleet Users on what type of vehicle/plant suits their operational requirements. In collaboration with Fleet Users and other Officers within Fleet you will write vehicle/plant specifications and manage the undertaking of procurement projects; building relationships with Suppliers and Frameworks to ensure the Government receives a fit for purpose and value for money asset.

You will write detailed specifications of vehicles and plant assets; engage with Suppliers and Frameworks across the world to ensure that Fleet Services can source assets that meet operational requirements; and comply with the Isle of Man Road Transport Act, Road Traffic Act and Road Vehicles Maintenance & Use Regulations. You will bring standardisation to the profile of assets within Fleet Services, in line with the Fleet Management Strategy.

You will write tender specifications for asset procurement, undertake tender exercises; evaluate responses and award contracts. You will liaise with Treasury Officers and the AG’s Office to ensure that each contract is compliant with Isle of Man Law and the Division remains compliant with Financial Regulations.

**What does that involve?**

**Main Duties**

You will project manage the end-to-end delivery of new and replacement Fleet vehicles and plant; ensuring the rolling 10 year Fleet Replacement Plan is delivered within the budget envelope and in accordance with the Fleet Management Strategy

You will ensure that procurement activities are in line with the Government’s Financial Regulations, in particular Financial Practice Note C.03 to ensure the Service receives fit for purpose and best value assets

You will be responsible for ensuring that any asset procured comes with product knowledge training for end users and mechanics. And that all products can be supported on island via dealerships, remote access or in-house provisions

You will be required to attend Manufacturers and/or appointed Suppliers to quality check vehicles in build to ensure that each Project is on target and meeting original specifications. These visits will include frequent trips to the UK and Ireland. It may also include trips to other European countries and occasionally countries outside Europe.

You will undertake final inspection and sign-off completed builds; ensuring that new assets meet the agreed specifications and are ready for delivery to the island, or to be released from on-island dealers. You will be expected to challenge suppliers who are not meeting agreed specifications or timeframes

You will be part of tender evaluation teams to ensure the Service is receiving goods and services in line with agreed specifications

You will write detailed reports, decision papers and business cases to support your recommendations or decisions

You will provide monthly reports and updates to Senior Fleet Management Team outlining current position with your projects and budget position

You will work with other Officers in Fleet to actively record and ensure that the Fleet Management System and Fixed Asset Register remain up to date with accurate information

You will ensure that upon taking delivery of new assets that they are registered and plated accordingly.

You will provide the necessary handover of new assets to Fleet Users; ensuring they receive familiarisation and all expected documentation, keys and accessories requested.

You will be responsible for the disposal of Fleet Assets; ensuring that you work with other Officers, End Users and Auctioneers, in line with Financial Regulations

You will contribute to the Fleet Management Strategy and Business Processes to ensure the Service is working effectively and efficiently

**Financial Management**

* Contract Manager for Procurement of Fleet Vehicles and Plant Assets
* Delegated Officer with signatory responsibility to write orders/authorise payment of invoices up to £50,000
* Monitor the Capital Budgets for Fleet Services and provide monthly updates to Senior Fleet Management Team and Budget Holders on budget position and allocation
* Ensure the Service remains in budget for its capital schemes

**Health & Safety**

* You will be responsible for your own health and safety and the impact of your actions on others.
* You will be responsible for identifying and reporting any possible risks or near misses
* Actively encourage the reporting of incidents, accidents and near misses within the Workplace
* Ensure the Department’s Health & Safety Policy is displayed and adhered to

**People & Performance Management**

All Civil Servants have a personal responsibility for performance management**.** You will be expected to contribute to your own personal performance and development and demonstrate the IOMG People Qualities of Credibility, Capability & Character.

You will also support the promotion of Continuous Improvement (CI), Customer Service and best practice initiatives and foster an environment working towards simpler and better ways of working

The role is expected to indirectly manage/supervise the workstreams of junior officers and deputise for other Officers/Managers with line management responsibility. Whilst the role doesn’t currently have direct line management responsibilities, it is graded at a level that may take on responsibilities for managing junior officers in the future.

**Continuing Professional Development**

You will act as a role model across the Public Service in terms of commitment to your own professional and personal development. You will seek to continually improve your own practice and apply this learning. Also to establish and maintain links with fellow professionals across the public and private sectors within the IOM and elsewhere.

You are expected to ensure any mandatory training across Government is actioned and promoted.

You will be expected to attend off-island training, conferences, seminars and shows related to the Fleet/Transport Industry, such as APSE, CV Show, Emergency Services Show etc.

You will be expected to keep up to date with the changing environments of the Transport Industry to ensure that your product knowledge remains relevant and up to date.

If you do not currently hold a qualification in Procurement and Supply Chain Management; you will be expected to undertake and complete a CIPS Level 3 Advanced Certificate within 2 years of appointment

**Corporate Contribution**

The role of Fleet Procurement Officer has a contribution to make to the development of the broader policy and strategic framework for IoM Government. This includes providing information and advice to, and where required, participating in relevant committees and officer level working groups

* Act, when required, as an independent person conducting investigations or designated manager
* Contribute towards the Business Continuity Plan for the Division
* Be required to represent the Department and the Isle of Man Government in a wide range of contacts both formal and informal. You will represent the Department on a range of officer level working groups and project teams with members of the Public Service Commission and Public Service, with national organisations to keep abreast of developments within the Fleet and Transport industry
* Undertake recruitment exercises and either as a Chair, Panel Member, or Independent for other Divisions/Departments of Government in an interview process
* Provide advice, support and assistance to the Strategic Fleet Manager and Head of Fleet Services
* To undertake any other duties or responsibilities that are commensurate with the post.

**What do you need to be successful in this role?**

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|  | **Essential or Desirable** | **Method of Assessment** |
| **Qualifications** |  | E.g. CV/Interview/ Assessment Centre/Pre-employment check |
| City & Guilds, IMI Level 3 Qualification in Heavy Vehicle Maintenance & Repair, Motor Vehicle Engineering or equivalent demonstrated through experience | **D** | CV/Pre-employment check |
| CIPS Level 3 Advanced Certificate in Procurement & Supply Operations, or equivalent. | **D** | CV/Pre-employment check |
| National/International CPC in Road Haulage | **D** | CV/Pre-employment check |
| National/International CPC in PSV Operations | **D** | CV/Pre-employment check |
| 5 GCSE’s Grade C or above, including English Language or equivalent gained through experience | **E** | CV/Pre-employment check |
| **Experience** |  |  |
| Working within a customer service environment | **E** | CV/Interview |
| Experience of working within a Fleet/Transport Management sector or Industry | **E** | EV/Interview |
| Experience in contract management | **D** | CV/Interview |
| Experience in procurement management | **D** | CV/Interview |
| Vehicle/mechanical knowledge | **E** | CV/Interview |
| Experience of data input and invoice reconciliation | **E** | CV/Interview |
| Understanding of Public Sector Financial Regulations | **E** | CV/Interview |
| Evidence of continuous professional development | **E** | CV/Pre-employment check |
| Experience in Microsoft packages and bespoke business packagaes | **E** | CV/Interview |
| **Personal Qualities** |  |  |
| Understands the importance time management | **E** | CV/Interview |
| Can work as part of a team, or on their own initiative with no supervision | **E** | CV/Interview |
| Understands Risk Management and the implementation of policies, documents to operate a developing business | **E** | CV/Interview |
| Ability to manage, implement and communicate change in the workplace | **E** | CV/Interview |
| Ability to learn bespoke business IT software | **E** | CV/Interview |
| Encourages innovation and supports change | **E** | CV/Interview |
| Excellent attention to detail to a high degree in procurement and contract documentation | **E** | CV/Interview |
| **Other requirements** |  |  |
| Isle of Man Worker | **D** | Application |
| Ability to work flexibly | **E** | CV/Interview |
| Full, valid driving licence | **E** | CV/Pre-employment check |
| Satisfactory Disclosure Barring Service check  | **E** | Pre-employment check |