



JOB TITLE:	Transport Manager
SALARY GRADE:	Grade 17
JE REFERENCE:	A659
DIRECTORATE:	Operational Preparedness
TEAM:	Transport
LOCATION OF WORK:	Workshops, Vesty Business Park
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Area Manager Operational Preparedness
RESPONSIBLE FOR:	Managing Transport & Workshops Authority employees

LEADERSHIP BEHAVIOUR LEVEL:	Leading the Function
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MAIN JOB PURPOSE

To be responsible for all aspects of transport and equipment, maintenance of the Authority's vehicle fleet, specialist appliances, marine craft and associated equipment including the automotive stores and ensure that the operation is run as a commercial organisation within the Authority, in an efficient, competitive and viable manner.

To be responsible for the acquisition and disposal of MFRS fleet of vehicles. The overall management of the Transport Workshops, managing the workshop and transport budgets. Making sure that all MFRS vehicles and equipment meet the legal requirements.

To be responsible for the development, delivery and implementation of an approved 5-year Transport Asset Management Plan and progress the approved transport strategy against Her Majesty's Government 2030 Green Plan and prepare the infrastructure for an organisational shift to alternative fuelled vehicles for the fleet utilising value for money principles.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

1. To be responsible in law as the competent person for standards and maintenance together with the legal operation of MFRS vehicles and equipment.
2. To lead and collaborate with internal stakeholders to evaluate and recommend the purchase of vehicles, plant and equipment in line with current Transport legislation and Regulations.
3. To prepare detailed Vehicle specifications and liaise with the Procurement Team to draw up tender documents to be published on the relevant framework.
4. To participate in the tender process for external contracts and responsible for completing relevant Transport documentation.
5. Responsible for the fleet management of external contract fleets. Produce and manage budgets for external contract fleets within the Transport revenue budget
6. To be the Authorised Examiner Delegated Manager (AEDM) on behalf of MFRS. Responsible in law for DVSA M.O.T testing station, testing legislation, test quality and site compliance.
7. To determine the maintenance standards and regularly review the repair and maintenance of the workshop function with a Workshop Manager/Co-ordinator.
8. To prepare annual Capital and revenue budgets for:

- Vehicle renewal
 - Repair and maintenance
 - Tyres
 - Services repairs to vehicle annual testing
9. To manage and monitor budget expenditure.
 10. To ensure any changes to transport legislation is enacted as appropriate to keep the MFRS fleet compliant.
 11. To sit on internal and external groups regarding Health and Safety, budgets, Regional and National Transport Officers groups and vehicle user groups.
 12. Liaise with outside bodies concerning the build and operation of vehicles and equipment. Perform periodic vehicle build quality assurance and manage the staged payments for vehicle builds.
 13. To deliver an asset management plan and strategy for each area of the MFRS Fleet.
 14. To produce reports to Principal Officers/SLT Members as required.
 15. To ensure that employees, vehicles and plant operate within the MFRS Health & Safety policy.
 16. To provide a shared Workshops on call facility on a rota of 24 hours, 7 days per week, 365 days per year cover.
 17. Any other duties or responsibilities as may be prescribed by the Area manager, Director of Operational Preparedness.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with Courage

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

We serve with Integrity

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with Compassion

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING THE FUNCTION

Personal Impact	Set standards of behaviour in line with Service values and behaviours.	Role model and mentor others in how they communicate and engage to encourage inclusion.	Provide a visible presence and recognise the contribution of others.
Outstanding Leadership	Work internally and externally to set clear work and objectives, actively monitoring the performance of the team and giving positive developmental feedback.	Accountable for the output of my teams and devolve responsibility for work to the appropriate level.	Nurture future talent and proactively plan for succession. I look for opportunities to coach, mentor and support people outside of my teams.
Service Delivery	Take a business-like broad approach that considers how to achieve better outcomes for communities.	Monitor the quality-of-service delivery and share information so that people know how well we are performing and plan accordingly	Seek out opportunities to work collaboratively across teams and functions to improve service delivery.
Org. Effectiveness	Aware of wider organisational and political priorities and how my function contributes more widely.	Actively seek to understand the nature of risk in various projects and act to mitigate those risks or report them.	Apply latest business processes & not settle for the status quo.

Date job profile prepared / revised:

October 2023 D.Seasman / G. Sheridan

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Transport Manager	Team:	Transport
Salary:	Grade 17	Directorate:	Preparedness
JE Reference:	A659		

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
	Fully Qualified Transport Engineer/Transport Manager CPC	E	PD
	Minimum IOSH H&S qualification	E	PD
	DVSA Level 3 in MOT management	E	PD
	CMI/IMI or equivalent Leadership/Management training certificate	D	PD
	KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
	Minimum 5 Years managing a large vehicle fleet	E	I
	Experience in managing a large multi-disciplinary engineering team	E	I
	Experience in managing large Budgets, procurement and Frameworks	E	I
	SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
	Road Transport Legislation and specialist Vehicle standards	E	I
	Ability to use fleet management systems to produce KPIs	E	I
	Blue Light/public sector fleets	D	I
	Ability to lead and develop teams	E	I
	Good communication skills, both verbal and written	E	I
	Ability to identify areas for improvement and implement change successfully.	E	I
	Current UK Manual Driving License	E	PD
	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS
	Disclosure Barring Service check, verification of unspent criminal records will be undertaken in the in the form of a standard disclosure barring service check	E	MFRS

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will complete
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