



JOB DESCRIPTION

POST:	MATERIALS, WASTE AND FLEET MANAGER
DEPARTMENT:	Building Services DLO (Direct Labour Organisation)
REPORTING TO:	Business Services Manager
RESPONSIBLE FOR:	No Line Responsibility
GRADE:	6

ORGANISATIONAL CONTEXT:

To be responsible and accountable for the day-to-day contract management of our materials suppliers but also to drive our supply chain forward by delivering high performance and high contract/partnership standards, initiating best practice and most importantly utilising smart data to influence and inform on business decisions.

The overall context is to provide leadership and direction across materials, waste and fleet management which includes leading on the development and implementation of service strategies, managing supplier relationships and being responsible for all areas of performance and budgets within the service area.

MAIN JOB PURPOSE:

The Materials, Waste and Fleet Manager will work with the Business Services Manager to successfully implement strategies and a high level of performance across the DLO. This includes working to develop strong and effective partnership with suppliers and taking the lead on developing service excellence within the management of materials, waste and fleet. The post holder will work from the materials suppliers' offices/depot to maximise a real synergy to drive productivity and deliver a future proof service.

Responsibility for the day-to-day contract management, audits and performance of materials external supplier relationships; Manage, monitor, and report performance of materials, equipment, and waste. Influence and challenge operations teams (DLO) on performance, material compliance, waste and recycling. Drive productivity & sustainability improvements across these core services, monitor and reduce spend, to ensure value for money. Manage relationships to ensure materials/equipment are delivered when needed, waste is managed and that there is an Innovative and proactive service fit for purpose and future proofed.

Overall management of the DLOs fleet, including the management of key risks associated with the fleet, ensuring compliance of the fleet within all legislation, regulations and health and safety, data analysis and interpretation, making improvement recommendations with regard to the operation and performance of the fleet. Ownership and delivery of the Fleet Strategy, ensuring operational efficiency of the fleet to support business objectives.

DUTIES AND RESPONSIBILITIES:

Materials, Waste and Equipment

- Lead as main point of contact for supplier relationships, working with framework providers to coordinate and lead regular supplier calls to discuss performance and materials supply.



- Provide specialist advice and support regarding materials provision and best practice in delivering streamlined services that enables high productivity of our trade teams based on maximising impress van stocks and fast supplier chains.
- Contract and performance management of key suppliers of materials & equipment and waste management partners; evidencing savings and productivity improvements.
- Motivate, challenge and influence managers and supervisors (repairs, voids, etc) on performance and compliance towards materials, equipment and waste usage.
- Ensure impress van stock is managed to ensure high productivity and first-time fixes.
- To undertake materials audits twice a year relating to impress van stock and material stores including spot checks.
- Manage materials and waste contract performance.
- Responsibility for all waste recycling including building waste.
- Ensure materials performance analytics and reporting for senior stakeholders is automated, accurate and enables informed business decisions.
- Take ownership of the policy and process control and suggest changes to policies, in line with business needs and process/performance improvement.
- Work with finance to manage, monitor and report materials and waste expenditure and performance of services against contractual arrangements.
- Champion best practice, ensuring continuous improvement across materials supply, product selection, stock control and input into our environmental strategy.
- Maintain robust material, equipment and waste control to minimise shrinkage and ensure defective stock is recorded, returned and accurately reimbursed to BAMSDC.
- Maintain the materials catalogue and ensure only approved materials are used by the DLO in line with quality standards and our Health & Safety safe system of work.
- Ensure materials & waste orders are issued compliantly and deliveries made on time.
- Ensure owned equipment is maintained to health and safety standards, keeping accurate records of all maintenance activity and redundant equipment.
- Be responsible for all hire agreements of equipment as well as owned equipment including responsibilities for inspections, safety checks and training.
- Communicate consistently with the business on materials and waste performance.
- Support operational teams to drive KPIs (first time fix, repair/void costs, waste).
- Be responsible for the procurement of new contracts working collectively with corporate procurement.
- Identifying new and innovative initiatives that sustain the progressive improvement of the health and safety culture and avoid complacency.
- Undertake quarterly and annual reviews with suppliers and challenge for continuous improvement.
- Regularly produce and present key performance Information to provide assurance that suppliers are meeting service requirements.
- Assist in the implementation of and support the continual development of system integration with suppliers.
- Assist in the design and implementation of digital systems to improve service delivery.
- Assist in the delivery of a high performing customer centric service that delivers high levels of customer satisfaction.
- Deliver applicable health and safety training for the service area.
- To be responsible for integrating best practices into areas of responsibility by invoking a positive teamwork approach.
- To maintain an up-to-date knowledge of legislation, regulations and best practise, relevant to the services provided.



- To take responsibility for achieving personal targets by ensuring that continuous professional development (CPD) is maintained and updated to meet service needs.
- Carry out other duties appropriate to the level and character of the post.

Fleet Management

- Management of the DLOs fleet to ensure compliance with all legislation, regulations, policies and procedures including keeping any necessary policies, procedures, manuals etc. up to date.
- Own and manage the DLOs fleet strategy and its delivery, including working cross-functionally to deliver objectives and targets. Produce an annual review of progress against the strategy with recommendations.
- Contract and performance management of all fleet related suppliers in line with contract management guidance.
- Management of all fleet related risks, providing assurance in relation to those risks, challenging non-compliance, producing a quarterly report on key fleet risks.
- Analyse and interpret fleet related data to identify trends/issues/areas for improvement, and report this to key stakeholders as required (including but not limited to hire agreements, tracker data, dashcam data, driving licence data, fuel card data, insurance and claim data, accident data, vehicle servicing, repair and maintenance data).
- Work cross-functionally with other teams/departments (including but not limited to HR, H&S, Insurance, Data Protection) to ensure that fleet related risks are escalated and managed in line with BAMSDC policies and procedures.
- Ensure the DLO gets value for money from its fleet and related services, seeking opportunities for cost or performance improvement/savings, and that the fleet operates with high levels of efficiency maximising fleet utilisation.

Additional information

- a) Does this job require a DBS check? **Yes/No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The job holder will participate in training, exercises, response, recovery or other activities to support the council's statutory duties concerning emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes/No**
- c) The post is designated as being politically restricted following the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role. either in or outside the workplace and automatically disqualifies them from standing for or holding elected office. **Yes/No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.



PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The post holder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
<ul style="list-style-type: none"> • Educated to degree level in logistics or similar field or equivalent knowledge gained through experience. • Professional qualification with Association of Fleet Professionals (AFP) at intermediary level or above. • CIPS Chartered Institute of Procurement desirable or equivalent • Must demonstrate continuous professional development. • A full valid driving licence. 	<p style="text-align: center;">A</p>
KNOWLEDGE & EXPERIENCE <i>(e.g., report writing, office experience, Microsoft Office)</i>	
<ul style="list-style-type: none"> • Experience working as a materials manager in a high-volume property, repairs or construction environment. • Experience collaborating with and performance managing materials and waste suppliers and driving continuous improvement. • Excellent materials and equipment budget management experience. • Experience implementing processes and procedures with suppliers to increase operative efficiency and business cost effectiveness and compliance. • Knowledge and experience of van stock management. • Knowledge of current best practice in materials supply, stock management and compliance. • Business acumen and commercial awareness with a proven ability to understand complex financial information and the impact on Business Plans. • Knowledge of a fleet function in terms of the inter-dependency of its areas and linkages within the business. • Proven success of providing a fleet management service with significant experience. • Management of a fleet and associated services within a commercial business. • Experience of developing and implementing strategies, policies, procedures and plans and setting, monitoring, achieving and exceeding targets. • Experience of delivering service improvements that takes account of the needs of diverse stakeholder groups. • Knowledge of construction and building maintenance. • Performance management skills • Contract Management skills • Person management skill. • Proven influencing, negotiation and facilitation skills. • Experience of project management and partnership working • Experience of the use of performance management techniques, benchmarking and business process re-engineering. • Ability of collating and presenting data and monitoring KPIs and other statistical records for senior managers. 	<p style="text-align: center;">A / I</p>
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	

<ul style="list-style-type: none"> • General office skills, including the use of various IT systems including Microsoft Office packages. • Good English language skills and the ability to communicate effectively in writing and in person. • Resilience in all aspects of administration. • A positive attitude to be flexible within the requirements of the role, and to forge and maintain effective interdepartmental working relationships. • Tact and diplomacy in all interpersonal relationships with customers, both internal and external. • Have a tactful approach to problems and be able to handle difficult situations. • A methodical, organised approach to work, self-motivation and personal drive to complete tasks to the required quality and within timescales. • Good problem-solving skills and attention to detail are important. • Good coordination and organisation skills. • The ability to work independently with some supervision and support and manage your workload and that of a team to ensure objectives are met. • A willingness to learn and develop. • Understanding of and commitment to the principles of equality and diversity. 	A/I
BEHAVIOURS Behaviours will be tested at the interview against the Council's values (further detail below)	
Empowering, valuing, and developing our people. Valuing our customers Being open and honest Taking ownership Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	AI

Our Values
...we believe in

OUR CUSTOMERS

BEING AMBITIOUS

TAKING OWNERSHIP

BEING OPEN and HONEST

OUR PEOPLE

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.