

PERSON SPECIFICATION

POST TITLE: Transport Services Manager

DIVISION/UNIT: Construction Division/Transport Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	1. Extensive experience of leading a transport/fleet service at a senior level with budgetary/financial control and responsibility. 2. Up to date working knowledge of transport services issues and the relevant legislation. 3. Ability to operate at strategic level and lead on corporate initiatives, policy development, implementation and review. 4. HR experience e.g. dealing with investigations/disciplinary hearings.	1. Significant experience of managing a local authority transport/fleet service including construction and waste fleets and plant. 2. Knowledge of public sector procurement processes and frameworks	Application Form References Interview
Skills/Abilities	1. Developed leadership style. 2. Ability to work successfully as part of a team and to establish effective working relationships. 3. Good organisational skills. 4. Commercial awareness. 5. Technical capacity in a Transport Service environment. 6. Concise and persuasive verbal and written communication skills at all levels. 7. Financial management skills including the ability to lead the preparation, monitoring and control of budgets.	1. Presentation skills. 2. Ability to manage automotive projects such as fleet decarbonisation	Application Form References Interview

	8. Ability to successfully motivate other employees within a variety of settings. 9. Customer focus. 10. Proactive problem solver. 11. High level of computer literacy including understanding of computerised Fleet Management Systems.		
Education & Qualifications	1. Transport Manager Certificate of Professional Competence. 2. Recognised technical, professional and management qualifications e.g. Member of the Institute of Road Transport Engineers or equivalent.	1. Educated to degree level 2. Business management qualification	Application Form Interview
Personal Qualities	1. High level of integrity and independence. 2. Ability to cope with the demands of the post and attend on a regular basis. 3. Self motivated. 4. A positive approach with good interpersonal skills. 5. Creative, innovative, adaptable and willing to consider new ways of working. 6. Ability to work successfully as part of a team and to establish effective working relationships. 7. Team builder. 8. Goal orientated.	1. Strategic awareness and an ability to take a longer term perspective. 2. Willingness to coach and mentor subordinates. 3. Ability to drive change, process modernisation and innovation in service delivery	Interview References
Additional Job Related Requirements	1. Category B Driving Licence or equivalent entitlement to drive in Great Britain, or otherwise able to meet the requirement to travel efficiently to other locations.		Application Form Post Interview Check