**Role Profile**

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| **Role Title** | **Fleet Compliance Scheduler** | if you would like this information in another format please contact:**Cormac Head Office****Western Group Centre****Radnor Road****Scorrier****TR16 5EH****recruitment@cormacltd.co.uk** |
| **Business Division** | Fleet and Workshops |
| **Grade** | TBC |
| **Report to (role title)** | Fleet Compliance Manager |
| **Version** | V1 |
| **Date Job Evaluated** | <to be entered by Cormac JE Panel> |
| **Job Code** | <to be entered by Cormac JE Panel> |

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| **Financial** | Direct financial accountability: £Indirect financial accountability: £100,000 |
| **People Management**  | Number of direct reports: Click here to enter text.Number of indirect reports: Click here to enter text. |
| **Working Conditions**  | [ ] No unusual hazards (less than 20% of the time) [x] Minimum precautions required (more than 20% of the time)[ ] Some precautions required (more than 50% of the time) [ ] Precautions required (more than 75% of the time) |
| **Physical Activity** | [x] Minimal [ ] Light[ ] Moderate [ ] Heavy |
| **Work Demands *(tick all that apply)*** | [x] Work to deadlines [x] Frequently changing[x] Managing conflicting priorities [ ] Not normally interrupted or subject to change |
| **Work Context** | [x] No/minimal risk to personal safety [ ] Potential risk to personal safety[ ] Moderate risk to personal safety [ ] Substantial risk to personal safety |

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| **Role Purpose** |
| The role will be responsible for the creation and management of the maintenance schedule for the fleet of assets within Corserv Solutions Ltd, Cornwall Council and external customers. To ensure driver and asset compliance for the Corserv Solutions Ltd and Cornwall Council.  Ensuring standards are upheld keeping vehicle, road users and the public safe in Cornwall. |
| **About the role** |
| To create and manage the asset maintenance schedule, fully utilising the capacity of the internal workshops, external suppliers and DFT testing stations, in accordance with the requirements and undertakings of the Operator’s licence, and the requirements of the customer. The role holder will liaise with suppliers and the internal workshops to provide the schedule of dates for planned maintenance and safety inspections to ensure they are met within the specified times and ISO block weeks. The role holder will be responsible for ensuring that vehicle testing appointments are booked with DFT testing station in accordance with legislation and guidelines. The role holder will be responsible for notifying the customers of the scheduled dates for planned maintenance. The role holder will support the Fleet Compliance Manager in the management of the fleet telematics system. This includes, liaising with team members and customers to ensure the reliability of the telematics, subsequent repair in the event of faults developing and liaising with the telematics supplier to arrange the installation of telematic solutions for new assets. They will also support in the effective administration of the company fuel management system which will include issuing fuel ID numbers and fuel tags to service users. The role holder will use the diagnostic hardware and software systems to produce reports, dashboard KPI’s, and data analysis for Board, ELT, SLT, Stakeholders and the fleet management team. The role holder will assist the Fleet Compliance Manager in gathering data to support investigations, complaints and compliance.  |
| **What you'll be doing** |
| * To be responsible for, create and manage the asset maintenance schedule
* To fully utilise the capacity of the internal workshops, external suppliers and DFT testing stations
* Liaise with suppliers and the internal workshops to provide the schedule of dates for planned maintenance and safety inspections
* Ensure all planned maintenance is completed within the specified times and ISO block weeks
* Ensuring that vehicle testing appointments are booked with DFT testing station in accordance with legislation and guidelines
* Notify customers of the scheduled dates for planned maintenance in accordance with the guide to maintaining road worthiness
* Dynamic management of the schedule to accommodate evolving demands from customers, workshops and suppliers
* Administer the asset safety recall procedure
* Support in the administration of the vehicle telematic system
* Cleanse and maintain data in all fleet management systems including assets and drivers
* Support the Fleet Compliance Team in delivery of the Group fuel management system
* Assist in compiling reports on fuel usage, and liaise with the Finance Team to ensure appropriate costings are maintained
* Utilise data from fleet management systems and produce high quality reports, for distribution up to Board level
* Analyse data from fleet management systems, identify and resolve related issues
* Support the Fleet Compliance Team in the investigation, and where appropriate escalation, of fleet policy breaches
* Support the Fleet Compliance Team in delivering training and toolbox talks to fleet users
* Maintain confidentiality of information acquired in the course of undertaking duties for the business.
* Undertake other duties appropriate to the grading of the post as required.
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| **Qualifications and Experience** | **Recruitment and Selection** |
| **The following qualifications and experience are essential:** Ability to communicate well in written, spoken and electronic formats.  | Application Form Interview  |
| Ability to liaise with both internal and external customers communicating complex reports and schedules.  | Application Form Interview  |
| Ability to negotiate and influence. | Application Form Interview  |
| Good interpersonal skills.  | Application Form Interview  |
| Proficient in the use of all Microsoft applications (Word, Excel PowerPoint etc.). | Application Form Interview  |
| Demonstrates sufficient knowledge and skill to examine, interpret and extract information plus organise it in an appropriate format for analysis  | Application Form Interview  |
| Able to demonstrate ability to work accurately and efficiently in monitoring and maintaining data in electronic formats | Application Form Interview  |
| **The following qualifications and experience are desirable**: Experience of using fleet management systems (e.g., Tranman, Masternaut).  | Application Form Interview  |
| Experience of using performance management software (e.g., Power BI) | Application Form Interview  |
| Experience in creating and coordinating a planned maintenance schedule.  | Application Form Interview  |
| Knowledge of the requirements and undertakings of holding an Operator’s Licence | Application Form Interview  |

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| **Other requirements** |  |
| Full Valid driving licence | YES |
| The duties of the role involve travel on a regular basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle. | YES |
| This role has been identified by the organisation as safety critical | NO |
| This role is politically restricted | NO |
| This post is subject to overtime (where approved/appropriate) | NO |
| This post is subject to the Company’s Flexitime Scheme (manager discretion) | NO |
| This post is subject to a criminal records disclosure check | NOBASIC/ENHANCEDCHILD/ADULT |
| **Approving Manager** | Dominic Palmer |
| **Approving Business Divisional Head** | Adrian Millward |
| **Approving Director** | Bruce Robb |
| **Date** | 05/09/2025 |

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| **Our values** |
| Our values shape everything that we do across our Group. From construction to care services, from travel to transport and everything else in between.Our values guide the way we work with our business partners, within our communities and with each other. |
| A puzzle with different colored circles  AI-generated content may be incorrect. |

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| **Collaborative** | We work with and support each other to serve our communities. |
| **Committed** | We are unwaveringly dedicated to being the best at everything we do. |
| **Trusted** | We are open and honest and do what we say we’ll do. |
| **Inclusive** | We are considerate and respectful of our people and the communities/environment we work in. |