**Role Profile**

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| **Role Title** | **Fleet Compliance Officer** | 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** | (Cor9) |
| **Report to (role title)** | Fleet Compliance Manager |
| **Version** | V2 |
| **Date Job Evaluated** | 7 October 2025 |
| **Job Code** | 000457 |

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| **Financial** | Direct financial accountability: £Indirect financial accountability: £50,000 |
| **People Management**  | Number of direct reports: Click here to enter text.Number of indirect reports: 1 |
| **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** | [ ] Minimal [ ] Light[x] 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** | [ ] No/minimal risk to personal safety [ ] Potential risk to personal safety[x] Moderate risk to personal safety [ ] Substantial risk to personal safety |

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| **Role Purpose** |
| Corserv solutions manage the Cornwall Council operator’s licence to ensure that both Group and Council can operate vehicles in support of our core businesses and statutory operations, to ensure continuation of our operator’s licence the licence holder commits to meet the general conditions and undertakings attached to their operator’s licence whilst showing continuous and effective management of its Fleet and Drivers.The purpose of this role is to both lead and support drivers, supervisors and managers across the business ensuring they comply with all road traffic and health & safety legislation, providing guidance when required, identifying areas of non-compliance, taking immediate action where necessary whilst supporting the Director of Fleet (as Transport Manager) in the continuation of the operator’s licence.The Compliance Officer will hold a key role as a standing member of the monthly Goods Vehicle Operators Licence (Compliance) Meeting chaired by Transport Manager and attended by all named persons on the operators’ licence, where the role holder will present on driver and asset compliance across the Corserv group of companies.Ensuring standards are upheld keeping vehicle, road users and the public safe in Cornwall. |
| **About the role** |
| Working within the Compliance team you will work both autonomously and in support of the Compliance Manager in the recording, monitoring and reporting of Fleet Compliance to ensure the provision of an effective Fleet & Workshops solution, including fleet and mechanical equipment maintenance, driver management (including drivers’ hours and training), asset hire compliance and statutory activities concerned with the continuance of the Goods Vehicle Operators Licence.There is a requirement to collate, analyse and report on data around fleet and driver related matters for reporting to boards and committees including (but not limited to), group board and audit and scrutiny committee etc. whilst working in close partnership with, group and council departments and external partners to provide both in person, and remote, subject matter expertise (SME) across the business, in relation to fleet compliance and technical knowledge. |
| **What you'll be doing** |
| * Arrange, undertake and document planned and reactive "Gate Checks" on all types of fleet and mechanical equipment across the region using the allocated equipment.
* Collate and analyse Vehicle Weight documentation, action missing records with operational teams and ensure comprehensive system of record keeping.
* Manage the Group Road Fund Licence (RFL) renewal process ensuring compliance with expiry deadlines and comprehensive records are kept in relation.
* Monitor work to ensure that fleet and mechanical equipment is presented for Maintenance in a timely and safe and compliant condition.
* Undertake "Maintenance" investigations in relation to HGV MOT failures and engineering failures etc.
* To take responsibility for equipment and assets within their control during inspections, investigations, audits and gate checks.
* Undertake and support investigations relating to fleet and mechanical equipment incidents in partnership with Group SHEQ teams.
* Work in partnership with Group Logistics Hub to ensure fleet compliance of "hired" fleet and mechanical equipment.
* Collate, analyse and store pre-use vehicle check returns, action missing records with operational teams and ensure comprehensive system of record keeping.
* Collate, analyse and store drivers’ hours records, action infringement process with operational teams and ensure comprehensive system of record keeping.
* Manage and administer the group vocational driver list (VDL), driver files and associated documentation ensuring compliance with required retention periods.
* To download, lock in and out vehicle Tachograph data from the individual vehicles using the allocated specialist download equipment.
* To arrange and/or deliver training, toolbox talks and provide advice to operational teams across the group, relating to their maintenance and driver responsibilities regarding their use of fleet and mechanical equipment with emphasis on the goods vehicle operator licence.
* Arrange, monitor and document external audit of Workshops, Operators Licence compliance, Asset Files and Drivers Hours etc.
* Arrange, undertake and document planned and reactive "Operating Centre" audits across the region.
* Manage the Group electronic operator licence system VOL, ensuring addition and removal of vehicles and addition, update and removal of operating centres.
* Undertake and document scheduled audit of operating centre allocation and parking compliance.
* Undertake audit of fleet and mechanical equipment "Asset Files" ensuring compliant content (new asset certification - COC, type approval VTG6/7 etc., maintenance certification - MOT, Tacho etc., maintenance documents - PMI's, defect records etc.).
* Produce management information for board, transport managers and operational managers in relation to Driver certificate of professional compliance (DCPC) status, driver qualification card (DQC) expiry and driver licence checking.
* Produce management information for board, transport managers and operational managers in relation to drivers’ hours compliance.
* Produce management information for board, transport managers and operational managers in relation to operator’s licence compliance (OCRS, operating centres, communications with OTC etc.).
* Produce management information for board, transport managers and operational managers in relation to the maintenance of group fleet and mechanical equipment (Scheduled maintenance event compliance, HGV MOT test pass rate, Pre-use vehicle check, LOLER, PUWER etc.).
* Utilise and update various IT systems and portals with driver and maintenance information across the Fleet department, including (but not limited to) Tranman, Masternaut, Entropy, View Vehicle Record (VVR), Fleet Intranet and SharePoint etc.
* Lead and contribute to current and future improvements across the Fleet department, including but not limited to move to electronic record keeping, improved pre use and defecting process, standards accreditation - DVSA Earned Recognition, ISO9001 etc.
* Support the Fleet Compliance Manager and Transport Manager with road safety initiatives
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| **Qualifications and Experience** | **Recruitment and Selection** |
| Qualified to SVQ Level 3 in Business & Administration or similar qualification or equivalent experience. | Application Form Interview  |
| Full Valid Driving Licence (Category B) | Application Form Interview  |
| IOSH Managing Safely or similar qualification or equivalent experience. | Application Form Interview  |
| The ability to interpret legislation, codes of practice and follow guidelines in relation to the terms, conditions and undertakings of the Councils Goods Vehicle Operators Licence. | Application Form Interview  |
| Working knowledge of Health & Safety at Work Act etc. and other relevant legislation and regulations. | Application Form Interview  |
| Experience of working in a team environment. | Application Form Interview  |
| Ability to communicate well in written, spoken and electronic formats. | Application Form Interview  |
| Ability to communicate complex subjects matter in an easy-to-understand format (know your audience). | Application Form Interview  |
| Good interpersonal skills. | Application Form Interview  |
| Proficient in the use of all Microsoft applications (Word, Excel PowerPoint etc.). | Application Form Interview  |
| **The following qualifications and experience are desirable:**Certificate of Professional Competence in Road Haulage Certificate (or be prepared to work towards) | Application Form Interview  |
| Driving Licence (Category C and Driver Qualification Card) | Application Form Interview  |
| Understanding of regulations and requirements pertaining to vehicle maintenance and driver compliance. | Application Form Interview  |
| Experience of using asset management software (e.g., Tranman, Masternaut). | Application Form Interview  |
| Experience of using performance management software (e.g., Power BI). | Application Form Interview  |
| Experience of inputting and compiling statutory returns relating to a goods vehicle operator’s licence. | Application Form Interview  |
| Working knowledge of vehicle/driver legislation and codes of practice. | Application Form Interview  |
| Willing to work flexibly to accommodate operational requirements of the role (gate checks, investigations, emergency situations etc.) | 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** | 06/10/2025 |

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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. |