

**SOUTH EAST COAST AMBULANCE SERVICE  
NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

**JOB TITLE**      **HEAD OF FLEET AND LOGISTICS**

**BAND**              8c (Indicative)

**DIRECTORATE**      Chief Operating Officer

**LOCATION**              Coxheath, Lewes or Banstead (based on business need) – however the post holder will be required to relocate to new Headquarters in due course.

**TO WHOM THE  
POSTHOLDER IS  
RESPONSIBLE**      Chief Operating Officer

**THE MAIN PURPOSE OF THE JOB**

- Working with the Operational Leadership Team, this role is responsible for the development and implementation of the Trust's fleet strategy, encompassing Fleet, supply chain, logistics and equipment.
- Responsible for strategic and operational management of the fleet department, logistics and production.

**RESPONSIBILITIES**

- Responsible for producing the business plan, developing strategy for area of activity, ensuring implementation and that performance targets and strategic objectives are met.
- Interpret corporate and national policies within broad scope of practice.
- Ensure the development of a high performance system which maximizes the production of quality unit hours against requirement
- Development of the Trust Fleet Strategy (includes vehicle replacement and vehicle maintenance, logistics and equipment) to:
  - maximise the availability of resources
  - maximise the safety of staff

- maximise the clinical patient care impact of fleet and equipment
- minimise vehicle and equipment failures
- minimise the loss of staff hours.
- Manage the design of new vehicles that meet operational specification whilst meeting all legislative and statutory guidance.
- Delivery of the fleet maintenance plan that meets all legislative and statutory requirements.
- Provide the transport related technical input into the Trust travel plan and lease car policy.
- Provide the transport related technical input to vehicle design and development that meets current and emerging environmental legislation.
- Lead the fleet, logistics and production teams to ensure that Operating Units receive the highest levels of availability of resources and of fast and effective support when issues do occur.
- Undertake any other work commensurate with the grade of the post.

## **CORPORATE RESPONSIBILITIES**

Corporate Governance: Provide strong leadership to managers and all staff within directorate. Contribute to the development of corporate policy and decision making activity. Actively contribute to the successful team working of the Trust Board and executive team. Maintain good corporate and clinical governance arrangements, including risk management. Embrace high standards of employment practice and act in accordance with the “Managers’ Code of Conduct”. Promote the vision, values and goals of the organisation. Support the Trust by providing as requested, a media presence and informed comment to journalists.

Performance Management: Actively manage the budget for the directorate, ensure financial balance and provide the Chief Operating Officer with monthly reports on financial activity. Anticipate and take early actions to mitigate any financial imbalance. Ensure that the Trust’s funds are properly used, represent value for money and can withstand public scrutiny. Develop and agree budgets with direct reports and monitor expenditure against those budgets. Act within Standing Orders and Standing Financial Instructions of the Trust.

Health, Safety and Security: Manage health, safety and security issues in own area of responsibility. Meet Health and Safety legislation and move towards an environment where health and safety considerations are firmly embedded in the planning and decision making processes and the “culture” of own area of responsibility. Promote, monitor and maintain best practice in health, safety and security. All individuals have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure

that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees. All staff have a duty to protect their own health and safety and that of other persons who may be affected by their acts or omissions. In addition managers have specific responsibilities relating to health and safety activities including consenting to breaches; conniving to breach legislation or neglecting their duties under the legislation.

Policies: The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which may be amended from time to time. Patient Safety is a key priority for the Trust. It is your responsibility to ensure that you are fully compliant with SECAMB policies and procedures in respect of patient safety, for example Risk Management, Infection Prevention and Control, Safeguarding children and vulnerable adults.

Values: The Head of Fleet and Logistics will be required to demonstrate compassionate care in their daily work and adopt the 6 C's – NHS values essential to compassionate care i.e. Care, Compassion, Competence, Communication, Courage and Commitment. Post-holders will also be required to understand and work in accordance with the NHS constitution and put the patient at the heart of their work.

Equality and Diversity/Equal Opportunities: The Trust recognises the need for a diverse workforce and is committed to Equal Opportunities. It seeks to eliminate unlawful discrimination against colleagues, potential employees, patients or clients on the grounds of sex, marital status, disability, sexual orientation, gender identity, age, race, ethnic or national origin, religion, pregnancy/maternity, political opinion, or trade union membership and to promote equality of opportunity and good relations between staff and clients. Individuals, including volunteers, contractors and temporary workers, must at all times indicate an acceptance of these principles and fulfil their responsibilities with regard to equality legislation and the Trust's Equality Diversity and Human Rights Policy and protocols. Similarly all individuals have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations, ensure that they treat everyone with respect and consideration and attend relevant mandatory training.

As a member of the senior leadership team, the post-holders is expected to take responsibility for embedding equality and diversity in their work and areas of management responsibility. This will include leading on specific E&D related work streams and ensuring that the Trust is compliant with the appropriate equality legislation.

Confidentiality / Data Protection / Freedom of Information: Individuals (including volunteers, contractors and temporary workers) must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act 1998. Individuals must not, without prior permission, disclose any information regarding patients or staff. If any individual has communicated any such information to an unauthorised person that individual(s) could be liable for disciplinary action which could result in dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, individuals must apply the Trust's FOI procedure. In

addition managers have specific responsibilities to ensure that their staff maintain the confidentiality, and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 1998 and the principles of Caldicott. Managers should also ensure that their staff are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation.

Review: This job description reflects the principle duties of the post as identified at date of issue. It may be subject to amendment in the light of the changing needs of the service. The post holder is required to be highly flexible in terms of their current and future portfolio of work.

**KEY RELATIONSHIPS:**

Chief Operating Officer

Senior Management Team

Trade Unions

Providing organisations and other key service user interfaces

Professional Bodies

## PERSON SPECIFICATION

<b>Person Attributes required on the basis of the Job Description</b>	<b>Essential (E) or Desirable (D)</b>
<b>Qualification and Experience</b>	
Educated to MSc/MA level in a leadership or business related discipline or equivalent professional experience.	E
Experience of leading a workshop based and technically skilled workforce – using a transformational and inclusive style.	E
Experienced visionary and strategic senior manager.	E
Successful track record of leading high performance teams	E
The post holder is required to have highly developed specialist knowledge and practical experience acquired through a combination of in-depth experience and academic qualifications equating to Masters level or equivalent standard.	E
Membership of a fleet or transport related professional body.	E
Evidence of involvement in ambulance service fleet design and development to a relevant CEN or BSI standard.	E
Strong leadership capability	E
High standards of written and oral communication	E
Commitment to team working and the overall success of the organisation	E
Advanced ability to source, interpret, analyse and present all aspects of fleet operational performance	E
Has business planning, objective setting and strong performance management experience	E
Can demonstrate successful financial management, rigorous financial monitoring, control and evaluating competing budgetary priorities to deliver efficiency	E
Highly experienced in operational management and leadership within a complex multisite organisation	E
Can evidence innovative and strategic thinking abilities and critical analysis skills	E
Has strong analytic and critical reasoning skills and capable of effective problem solving	E
Ability to assess risks, anticipate difficulties and successfully address them	E

**Reviewed/Approved by James Kennedy, Chief Operating Officer July 2015**