

SOUTH EAST COAST AMBULANCE SERVICE NHS TRUST

ROLE BRIEF

Directorate:	Strategy, Planning & Partnerships (SPP)
Job Title:	Fleet Administrator
Indicative AfC Banding:	Band 4
Contract:	The post is offered either full-time, on a job share basis or on part-time hours by agreement
Responsible To:	Workshop Manager
Level of Accountability:	The post holder will have regular meetings to discuss workload. The post holder will work within clearly defined protocols and procedures, but will be expected to use their initiative and deal with matters independently, where they can. There will be regular monitoring and review meetings linked to the Trust's Appraisal and Development Review Scheme and the Knowledge and Skills Framework.
Base:	Banstead
Job Purpose:	To provide administrative support to the Fleet Dept.
Key Duties:	<p>To carry out admin functions as specified by the Workshop Manager. These may include:</p> <p>The creation of workshop maintenance schedules and the processing of job cards/service records.</p> <p>The maintenance of vehicle ownership records including lease and asset documentation.</p> <p>Data entry and maintenance of the Fleetman software package, including report generation.</p> <p>Vehicle insurance and claims processing.</p> <p>Vehicle registration/road fund disc/NIP's activity.</p> <p>Fuel management support activity including fuel cards etc.</p>

	<p>General admin functions related to the workshop activity including staff time sheets, telephone answering etc.</p> <p>To assist in the procurement processes related to the Fleet dept.</p> <p>Undertake any other work commensurate with the grade of the post.</p>
Key Knowledge, Skills and Experience:	<p>Numeric, articulate and with ability to work unsupervised and under own initiative.</p> <p>Previous fleet or motor industry experience preferred but not essential.</p>
Health and Safety:	<p>The post holder will take due care at work, reporting any accidents or untoward occurrences.</p> <p>The Trust operates a “No Smoking” Policy.</p> <p>The Health Act 2008 Code of Practice for Prevention and Control of Healthcare Associated Infections</p> <p>You are required to ensure that you carry out your duties in a manner that maintains and promotes the principles and practice of infection prevention and control in compliance with national standards, trust policies, guidelines and procedures.</p>
Equal Opportunities	<p>The Trust’s Equal Opportunities policy affirms our commitment to ensure that no patient, employee or prospective employee is discriminated against, whether directly or indirectly on the grounds of gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
Review	<p>This role brief 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, and will be reviewed periodically in discussion with the post holder.</p>
Principal terms and conditions of Service	<p>Hours of duty are 37.5 per week, though the post holder is expected to work additional hours as required to fulfill the duties of the post. Annual leave allowance is between 27-33 days, subject to service.</p>

Pension	Membership of the NHS pension scheme is optional. Employee contributions are deducted from salary at source.
Special Conditions:	The duties and responsibilities described in this role brief may be subject to amendment in the light of the changing needs of the Trust. The post holder may be required to carry out additional tasks as required to meet business priorities.