



ClwydAlyn

Procurement

## Job Overview

# Fleet Manager

- £39,850 per year
- V72, St Asaph
- 37 hours per week

### Qualifications:

*Fleet management or related qualification.*



@ClwydAlyn



# Person Specification

## Purpose

ClwydAlyn provides support to some of the most vulnerable people in the area, and a key responsibility of this role is to ensure that our staff can carry out their duties 24 hours a day.

The role will have overall responsibility for managing the vehicle fleet which includes approximately 130 vans and cars owned, leased and rented by ClwydAlyn, ensuring that high service levels are maintained across the business and the fleet is effectively managed.

It will also ensure that contracts for repairs and maintenance are effectively managed, and that the sourcing and procuring new vehicles and disposal of older and inefficient vehicles is undertaken in a cost-effective manner.

## Key Responsibilities

- Maintain the fleet budget, ensuring value for money is maintained with a focus on improving cost efficiency.
- Ensure the fleet is operating safely in accordance with legislation and regulations and that all vehicles are taxed and MOT'd as appropriate.
- Draft and implement effective policy regarding fleet operations including a procurement strategy for the group in respect of purchasing/renting/leasing vehicles. Source vehicles in accordance with the policy, ensuring procurement sources are secure and sustainable.
- Ensure driver queries are dealt with quickly and effectively.
- Ensure trackers are fitted to vehicles across the fleet and monitor fleet utilisation using telematic data providing effective and useful reporting to the leadership team.
- Manage the interface with our insurance provider ensuring claims are managed effectively and losses are minimised.
- Manage vehicle maintenance and servicing schedules to minimise downtime.
- Driving innovation in the supply chain.
- Set clear procurement priorities and plans, developing robust service specifications with Key Performance Indicators and managing all contracts and suppliers in the fleet supply chain to ensure they are delivering KPIs and value for money.
- Support other general areas/categories of procurement and contract management.
- Running tenders, evaluating bids and negotiating contracts and service agreements with suppliers such as repairs and maintenance, parts, roadside recovery, insurance, driver training, fuel and branding of vehicles.
- Researching options to source best value vehicles and to introduce "greener" vehicles across the fleet. Develop the use of "pool" vehicles across the business.
- Create and maintain positive relationships with current and new suppliers.
- Arrange replacement and disposal of damaged and older vehicles.
- Manage accurate and detailed records of vehicle inspections and services, and the use of fuel cards.
- To comply with Standing Orders, ClwydAlyn Policies and Procedures and to make know to Line Managers any areas which are not adequately covered.

## Working for ClwydAlyn

- To live by and actively promote ClwydAlyn's values at all times, Hope, Kindness and Trust
- To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.
- To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across the company.
- To comply with ClwydAlyn's Risk Management Strategy, identifying and mitigating against risk.
- To be responsible for the application of Equality and Diversity practices in accordance ClwydAlyn's policies and procedures within daily operations.
- To perform any other reasonable task as determined by the Manager, Director, Executive Director, Chief Executive or Board of Management.

# About ClwydAlyn



ClwydAlyn was formed in 1978 as a non-charitable Registered Social Landlord and now manages over 6,500 homes and employs 760 staff. We deliver a range of housing management related services, which includes care and supported housing, development, and repair and maintenance services across North Wales (Denbighshire, Flintshire, Conwy, Wrexham, Powys, Gwynedd and the Isle of Anglesey).



Our homes and services include social family housing and single person accommodation, supported living accommodation and specialist care and nursing services, low-cost home ownership, leasehold management services and intermediate and market rented housing. The Group's turnover is £64m.

We are an ambitious Housing Association and very driven by our values and mission. We believe that it is wrong that there is still so much inequality and poverty across our region, and we know that this impacts every aspect of people's lives. We took a strong position to end evictions four years ago and we use our money and influence to do all we can to support those experiencing poverty and to champion for change across our country.



# Why work for us?

## Job Benefits

- Are you looking for an excellent work life balance?
- Would you like 25 days paid holiday (increasing to 30 days), with the opportunity to sell/purchase more annual leave?
- Receive up to 8% employer pension contributions.
- Join a Cycle to Work scheme.
- Receive eye care vouchers.
- Free hot meals provided to staff when working.
- Excellent enhanced maternity package and many other company benefits.



## You can apply in a number of ways:

### The more traditional approach

Send an up-to-date CV which shows your full career history and a statement explaining why you are interested in this role and the skills and experience you can bring to the role.

### Send us a short film

Maximum 3 minutes explaining why you are interested in this role and the skills and experience you can bring with a short accompanying letter/email.

**Ffôn/Tel:** 0800 1835757  
**Ebost/Email:** [help@clwydalyn.co.uk](mailto:help@clwydalyn.co.uk)

**apply at**  
**[clwydalyn.co.uk](http://clwydalyn.co.uk)**

*This role has been assessed as requiring an Enhanced Level (without barred list) Disclosure and Barring Service (DBS) check. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. Any risks identified through the DBS check will be reviewed by the Group and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the Group's DBS Policy and Procedure which can be requested from the HR Team.*