

MTVH ROLE PROFILE

Date: 12/06/2023

Role Title (External)	Fleet Administrator	Directorate	Property	Location	London or Beeston
Reports To	Fleet and Transport Manager	Function / Team	Service Delivery - Networks	Geographical Spread	National
Direct Reports	No	Budget Sign-Off Approval Level	Has no direct of quantifiable impact on budgets	Suitable for Agile Working Options	Yes ☒ No ☐
DBS Check Required	Yes ☐ No ☒ If yes for DBS check, which level is needed? N/A			Driving Licence	Yes ☒ No ☐
				Insurance check required	Yes ☒ No ☐

No DBS Required

Overall Responsibility:

To support the Fleet and Transport Manager in day to day running of the fleet and assets, undertaking various administrative tasks led by management instruction and ensuring work is completed accurately and in a timely manner.

Key Responsibilities and Outcomes

- Monitor, analyse and report in respect to fleet costs, mileage, planned and unplanned maintenance, driver behaviour, fuel efficiency and risks/training requirements and solutions.
- Provide an efficient and courteous first point of contact dealing with telephone, and email enquiries.
- Provide an efficient administrative service including collating, inputting, and maintaining data.
- Provide support to the Fleet Manager where required.
- Provide additional administrative support as and when needed to the wider team.
- Assist in the scheduling of maintenance of vehicles and facilities maintenance.

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Personal Competencies	Skills / Experience / Knowledge
• Knowledge of Microsoft Office • Good administrative and organisational skills • Able to complete tasks and meet deadlines	• Full current driving licence • IT skills to create reports, analyse data and administer vehicle tracking/analytics system.
General Responsibilities	
• To understand and comply with MTVH's safeguarding, safety and compliance policies, procedures and processes and support a positive safeguarding, safety and compliance culture across the organization. • Actively and effectively promote the organisations corporate values of Care, Dare, Collaborate. Role modelling appropriate behaviours and acting with the highest level of professionalism and integrity. • Play an active role in contributing to effective cross team working and provide cover for colleagues as required. • To maintain confidentiality with personal information and data regarding our customers, employees and stakeholders at all times ensuring compliance with the Data Protection Policy. • To comply with MTVH's Health and Safety policies, procedures, and processes and to promote health and safety compliance for all. • To act at all times within MTVH's policies, procedures and code of conduct and uphold MTVH's commitment to Equality and Diversity This profile only contains the main accountabilities relating to the job and does not describe in detail all the duties and tasks required to carry them out. You may be required to perform any reasonable tasks comparable with the level of responsibility at the request of your manager. MTVH reserves the right to alter the content of this job profile to reflect changes to the organisation or the services it provides.	