Job Profile

Fleet Administration Support Officer – Corporate Fleet Unit

Grade: 4 **Date created: June 2022**

About the Job

- To support and action the delivery of a comprehensive administration and support function to the Corporate Fleet Team and its service area.
- To assist in ensuring the legal and safe operation of fleet vehicles and equipment, through administration duty requirements, of all internal service areas across Gloucestershire County Council (GCC) and Gloucestershire Fire & Rescue Service (GFRS) working within the Corporate Fleet Unit.
- To assist in ensuring all fleet related policy and procedures are adhered from all service areas that operate fleet vehicles.
- To support in giving advice and guidance to all employees of GCC & GFRS relating to fleet instructions, procedure and policy

This is what we need you to do...

- To undertake administrative duties to support the business needs of the Team and the wider service area using, where appropriate, computer-based systems, to ensure that services are maintained effectively, flexibly and in a timely way to enable the service area and organisation to meet it objectives
- To provide support with financial matters including electronic procurement packages, petty cash, and accurate recording of purchases for budget monitoring purposes

Special Conditions

- Assist in the implementation of the organisation's equal opportunities objectives with reference to any targets / positive actions set out in the [Fairness & Diversity Strategy]
- To adhere to all organisation Health and Safety policies and procedures and other policies and procedures applicable to employees
- Some positions will be subject to an enhanced CRB disclosure

- To facilitate meetings, seminars, and workshops. Including booking rooms / venues, sending invites, preparing agendas and support for meetings as required.
- Diary management where appropriate
- To be responsible for the accurate input and monitoring of records and data onto relevant systems
- Creation and maintenance of filing and recording systems, including statistics, and monitoring as appropriate
- To support a systematic approach to the archiving and appropriate disposal of information
- To respond and deal with queries via telephone, email and in person providing a high standard of customer care
- To undertake research as required
- Assist with the response to all customer enquiries and requests for data in accordance with corporate standards and agreed guidelines
- To ensure confidentiality is always maintained within the service area
- To assist with statutory procedures within the service area
- To provide administrative support across the Council services to better meet business needs, whilst giving opportunities to the post holder to broaden their skills and experience
- To undertake such other duties related to the work of the organisation as may be assigned that are consistent with the nature of the job and its level of responsibility

Principal Contacts

- Senior Managers, Professional Staff Office staff, service users, and members of the public
- External/third party service providers as applicable
- Other departments / area offices

Monitoring and ongoing development of outcomes
As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the organisation reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience of working in a team environment
- Experience of working in an office environment
- Customer focussed internally and externally

Knowledge, Skills and Understanding

- Experience of Microsoft Office Packages, e.g. Word, Excel and PowerPoint
- Excellent telephone skills and manner
- Ability to use the internet in an efficient manner in finding information and undertaking research

Education & Qualifications
Essential

- NVQ 3 in Business Administration or appropriate equivalent qualification/experience
- Educated to GCSE level in Mathematics and English to Grade C or above
- To have a positive attitude and a flexible and adaptable approach to challenges

Behavioural attributes

- Good communication skills both written and verbal
- Good interpersonal skills
- Ability to manage own workload and work on own initiative, dealing with conflicting priorities and able to meet demands of working in a busy office environment through commitment to working to deadlines
- Enthusiastic, self-motivated team worker
- Good organisational skills
- Commitment to team working across the service area
- Flexible approach to working and providing administrative support as required