

Commissioning Manager (CVF)

District/Department	Vehicle Fleet Management	Rank/Grade	E
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Role purpose:	To provide and manage a comprehensive commissioning process for Police Vehicles and Auto- electrical service for daily defects. To prepare new vehicles for service and manage daily defects. Provide cover for your equivalent on Mechanical Service and Maintenance side of the workshops. Plan production, parts and staffing levels to ensure an efficient and timely process for bringing vehicles in and out of service. Reporting to Senior Fleet Manager
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Summary of main duties	
	<ul style="list-style-type: none"> Day to day control and supervision of all commissioning workshop staff including Motor Vehicle Craftsmen when cover is required. Forward planning and workshop loading, to maximise production efficiency. Quality control of finished vehicles. Liaise with customers to determine vehicle requirements and priorities. Liaison with external vehicle and equipment suppliers and contractors to ensure vehicles are commissioned to the required standard and with planned time frames. Responsibility for the COSHH and other Health and Safety matters in the workshops Manage the allocated budgets to greatest effect. Monitor and review service delivery against agreed standards, co-ordinating the production of and monitoring of performance indicators against the planned end results, ultimately to improve organisational performance. Risk manage the workshop operations using recognised methodology. Develop and guide team members to ensure that the workshops operate effectively and effectively including training and staff welfare. Represent the department on relevant working groups, meetings and seminars. In conjunction with the storekeeper ensure that stock levels are maintained at the optimum level and discrepancies minimised. The nature of the role requires the post holder to undertake annual health assessments
Competencies/behaviours	
Please access Toolkits on the HR Services intranet page and refer to the Competency and Values for a definition of the values and essential behaviours for each required competency level.	

*Alternatively you can also access the College of Policing website (via Google Chrome) and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

<u>Competency</u>	<u>CVF Level</u> Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	Level 2
We take ownership	Level 2
We are collaborative	Level 2
We deliver, support and inspire	Level 2
We analyse critically	Level 2
We are innovative and open-minded	Level 2
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each (which will be used as Essential/Desirable shortlisting criteria)*

Essential:

Membership of IRTE, IMI or equivalent.

NVQ Level 3 Supervisory Management Qualification (or prepared to work towards the qualification) or previous management experience. Provide cover for equivalent Manager for Service and repair.

Must be able to work under pressure and re-organise work to match the changing demands on the department.

Must be prepared to learn and understand software applications used by the Fleet Department to manage vehicles from order to de-fleet.

Experience of Microsoft applications.

Full driving licence/Ability to travel within Force area and outside.

Desirable:

Prepare detailed commissioning specifications for the relevant vehicle classes e.g. ARV, Traffic etc. Or prepared to work towards.

Previous experience of managing Production of Specialist Vehicles including co-ordinating supply of parts to commission vehicles minimising delays and matching staffing levels to work load.