

# Job description

Post title: Principal Workshop Manager

Service area: Environment & Commercial

Grade: PO8

Reports to: Assistant Director of Corporate Fleet, Transport & Accessible Community Transport

Your team: Workshop & Fleet

Number of supervisees: 15 – Late Shift Workshop Manager, Workshop Staff including Technicians, Apprentices, Administrators, Stores and Driver/Cleaner

## Our ambition

We're determined to make Islington more equal. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a more equal borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality.

We are committed to tackling inequality, racism and injustice and creating a more equal borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a more equal workplace and foster a culture which empowers all staff to challenge inequality.

Equality is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents.
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents.
- Getting to know people and their differences.
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures

# Key Responsibilities:

1. As the designated holder of the Vehicle Operator Licence (O 'Licence), ensure compliance with regulations for safe access and environmentally acceptable location. Responsible for fulfilling legal obligations according to statutory legislation set by the Department for Transport (Senior Traffic Commissioner).
2. Plan and manage fleet operations, ensuring all employees abide by Health and Safety laws and industry standards.
3. Participate in corporate H&S discussions and create RAMS, COSHH, and other safety guidelines for equipment and workspaces. Conduct induction and monitor safe usage of workshop areas.
4. Manage all staff within the service area, including the Early & Late Shift Workshop Managers, Technicians, Apprentices, Administrators, Stores, and Driver/Cleaner.
5. Oversee all functions in the service area, such as parts, logistics, and administration, ensuring compliance with safety regulations and proper reporting and paperwork.
6. Manage the workshop for heavy and light vehicles, body shop, fleet stores, workshop logistics, and external repairs. Ensure compliance with statutory requirements and council policies for vehicles and drivers.
7. Hold the position of the council's Authorised Examiner Designated Manager (AEDM) by obtaining a Level 3 Award in MOT Test Centre Management or attending the previous MOT Managers course or Authorised Examiners course.
8. Implement management systems for the MOT Test centre, conduct quality control checks, and assess MOT test standards using policies and procedures. Manage MOT testers, including recruitment, training, and ensuring understanding of the MOT centre's risk rating.
9. Responsible for providing repair resources for the council's fleet of 500+ vehicles to meet operational service requirements. Manage vehicle repairs with cost-effectiveness in mind and control maintenance expenses.
10. Ensure vehicles are in good condition and promptly repaired when defects are found. Arrange for safety inspections, service, repair, and statutory testing as needed. Communicate with contractors, manufacturers, and hire companies when necessary. Ensure vehicles are parked at the designated operating centre when not in use.
11. Maintain vehicle maintenance records for at least 15 months, ensure vehicles are properly specified, and display current operator licence discs. Ensure safe loading with appropriate indicators, display updated tachograph calibrations, have up-to-date insurance certificates, and display a suitable maintenance planner with inspection dates at least 6 months in advance, including the Annual Test and other testing or calibration dates.
12. Coordinate with external contractors and suppliers, monitor performance, cost, and quality of services provided, including accident and insurance repairs. Manage the budget for all

workshop services, including ordering vehicle parts and arranging for service, repair, and maintenance with third parties.

13. Continuously improve technical expertise in all aspects of fleet maintenance and repair. Provide technical advice to colleagues, service officers, and Directors. Conduct regular toolbox talks with drivers to ensure compliance with the Road Traffic Act and O' Licence requirements.

14. Implement safe working practices for all areas of supervision, including noise, fumes, rotating machinery, manual handling, and fire/chemical risks. Ensure proper use and maintenance of equipment and work areas and implement quality check processes.

15. Ensure appropriate checks and safeguarding measures are in place for work carried out by apprentices. Provide guidance and advice on working around and under vehicles.

16. Actively seek commercial opportunities to generate income. Develop business plans for the workshop and participate in procurement bids and pricing strategies. Responsible for managing existing and new service level agreements and commercial contracts for vehicle and/or plant maintenance.

17. Maintain professional communication between the department, stakeholders and other council functions, ensuring coordination and support for all council activities and goals. Provide advice and guidance as needed.

18. Collaborate with the Assistant Director Corporate Fleet & Transport and Late Shift Workshop Manager to establish relationships with key contacts and suppliers, maintain high levels of service, identify and act upon opportunities, and implement changes to improve service and competitiveness.

19. Ensure adequate and appropriate imprest and owned stock provisions for workshop/body shop functions, authorising purchases within designated levels of authority.

20. Manage the fleet budget, prepare financial reports, and estimate costs and expenditures for the Assistant Director service. Provide technical expertise for vehicle specifications and modifications.

## Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

To monitor compliance of the Councils vehicles and drivers in accordance with legislation, policy and procedures set by the Council.

Act as a vehicle Operator Licence holder for Council, ensuring compliance with the required provisions guaranteeing fleet operations are delivered and all operatives are aware of and work in accordance with all Health and Safety legislation and industry standard best practice.

## Work style

This is a Front facing Office-Based role working within the Fleet and Workshop office at our Waste and Recycling Centre on Cottage Road, N7 8TP.

# Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

## Assessment Guide

A = Application

I = Interview

T = Test

## Essential criteria

### Qualifications

Essential criteria	Criteria description	Assessed by
1	Formal Qualification in Vehicle Repair (Such as City & Guilds/BTEC/NVQ)	A/I
2	National/International Road Haulage Transport Manager CPC Operators Licence <b>Qualification</b>	A/I
3	Level 3 Award in MOT Test Centre Management or have attended the previously named MOT Managers course or Authorised Examiners course.	A/I

### Experience

Essential criteria	Criteria description	Assessed by
4	Extensive knowledge of vehicle repair and maintenance procedures including ability to road test vehicles/quality check repairs and documentation.	A/I
5	Up to date knowledge of appropriate vehicles and ancillary equipment	A/I
6	Comprehensive understanding of fleet legislation	A/I
7	Experience of effectively managing a diverse fleet maintenance service and leading a team to successful delivery.	A/I

### Skills

Essential criteria	Criteria description	Assessed by
8	Ability to communicate clearly and effectively with all colleagues	A/I

Essential criteria	Criteria description	Assessed by
9	Effective IT skills in relation to Microsoft office and other fleet systems (Vision/Licence Bureau/R2C)	A/I
10	Up to date awareness of legislation relating to all statutory health and safety matters, COSHH and the Environmental Protection Act etc.	A/I
11	Able to complete KPI reports and related performance data accurately and in a timely manner	A/I

## Special requirements of the post

Essential criteria	Criteria description
12	This post requires driving licence

## Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

