

POSITION DESCRIPTION

Title:	Fleet Specialist	Location:	Abu Dhabi
Department:	Administration	Reports to:	CAO
Salary:	Salary	Band:	3
Prepared by:	CAO	Date:	May 2014

Overall Purpose:

To manage, develop and implement all aspects of national policy, systems, operating procedures and guidance concerning National Ambulance (NA) fleet of vehicles.

To ensure that NA operates within the laws and regulations of the UAE and company policies and procedures are adhered to for the smooth and efficient running of the fleet.

Roles and Responsibilities

Compliance

- Monitor legislation, regulation and best practice changes to inform policy decisions, standards, systems and procedures on fleet management and driver training and competence
- Devises and manage the auditing program for compliance with legislation and internal corporate transport procedures documentation and records
- Actively reduce the risk of vehicle breakdown through proactive service management using qualified contractors.
- Work closely with Logistics to ensure vehicles are prepared and deployed on time, everytime.
- Design, deliver, and publish policy end-2-end processes for fleet management in line good practice and within the laws and regulations of the UAE

Management

- Provide robust "adverse incident" reporting and investigation systems and procedures for vehicles and driving which are used appropriately to effect service improvement and development
- Define departmental strategies for appropriate storage, allocation, purchase and replacement including designing new solutions when required
- Work with Procurement on contract negotiations, supplier management initiatives, and communicates supply or contractual issues
- Provide advice to Operations Directors in leading good practice vehicle management to maintain operational standards

Lead and Manage Staff

- Accomplish the company's objectives by selecting, training, planning, coaching, and managing the performance of the Logistics team
- Train and promote staff understanding and adherence to company-wide policies and processes
- Train staff in supply chain management principles and practices and incorporates this into their daily activity
- Motivate, organise, and encourage teamwork within the workforce and sets priorities and productivity targets

Performance and Reporting

- Control and develop a set of weekly, and quarterly KPIs that accurately reflects and communicate the efficiencies of the function by way of a balance scorecard
- Develop and meet fleet management principles by contributing information to strategic plans and reviews, productivity and quality improvement accreditations and standards
- Develop electronic methods to track fleet, transport costs, and vehicle performance metrics that measure the company's return on investment
- Monitor the quality, quantity, cost, and efficiency of the movement and storage of vehicles
- Analyse fleet management problems and provide suitable solutions
- Develop contract and supplier reporting tools in conjunction with procurement to manage suppliers based on performance

Compliance

- Ensure the Company, its contractors and staff remain compliant with laws and regulations regarding transportation, safe storage, handling and management of clinical waste and hazardous materials
- Drive the quality programme for ISO and JCI accreditation and evidences Logistics compliance
- Initiate and maintain accurate and necessary safety and fire prevention equipment within fleet, as prescribed by legislation

Approve the reportees time cards by the end of every month.

QHSE:

- Demonstrate, direct, and maintain a quality, health, and safety program for the fleet management
- Develop, establish, and drive safety procedures and techniques to perform fleet duties including managing potential hazards
- Correct unsafe work conditions in areas and reports any conditions or hazards to QHSE immediately
- Engage, understand, and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement
- Participate in QHSE Risk Assessments / Inspections and conduct investigations into non-conformances, near misses, incidents, or complaints
- Safeguard fleet operations and contents by establishing and monitoring security procedures and protocols

Professional and Academic Expertise

- A relevant qualification
- Demonstrated experience of managing ambulatory fleet operations and maintenance
- Management of the vehicle life cycle from initial specification, design of supporting maintenance processes and procedures, through to effective disposal
- Must have the ability to explain technical complex technical concepts/procedures in user friendly, understandable language
- Well versed in the creation and execution of long and short term maintenance plans – including managing and scheduling of contractors and staff to carry out works
- Demonstrate evidence of having delivered continuous improvement fleet management programs will also be a distinct advantage
- Essential understanding of all relevant ambulatory safety, UAE laws and regulations with in-depth knowledge of rolling stock maintenance, contract management and negotiations
- Ensure consistency & governance are maintained, ensure set procedures & policies are understood & followed
- Demonstrate good leadership characteristics and interpersonal skills to negotiate with and influence a wide-range of internal and external stakeholders
- Ability to motivate and inspire technical teams towards excellence in delivery
- Ability to work on own initiative as well as part of a team
- Ability to make quick sound decisions based on the information available at the time
- Self-motivated and able to motivate others
- Ability to work in a fast pace multicultural environment

Change Brief

Version No.	Date	Changes
1.0	May 2014	Version 1
2.0	May 2016	Update Department, Reporting Line, Position Band and Professional and Academic Expertise Roles and responsibilities updated
3.0	July 2019	Due to review no changes
	Aug 2019	Title, Department, band and reporting line updated

Review & Approval:

(Chief Administrative Officer)