

Transport Compliance Officer – Grade 9

Job purpose

As a Transport Compliance Officer, you will support the Transport Services Management Team in maintaining and delivering legal compliance regarding road transport; in particular the Council's Driver and Vehicle Standards Agency (DVSA) Operators Licence and MOT/Taxi Licence testing functions.

This is key for ensuring Kirklees Council remains at the forefront of exemplar compliance and road safety, ensuring that the Council operates safe, compliant, and effective road transport operations throughout the authority. This will involve you conducting independent quality assurance compliance checks (on vehicles, drivers, and processes), managing driver infringements and the comprehensive vehicle maintenance schedule. Liaising with services in an engaging and collaborative working capacity, you will also manage and conduct internal transport related audits on all service areas within the authority to ensure compliance is being upheld. This includes ensuring that our two MOT and taxi licencing test sites always remain compliant. You will work with service areas to develop action plans to address non-compliance matters.

In a supporting capacity, you will also advise the Highways Safety Team on current road safety issues within the Council based on findings, assisting with the development of targeted road safety initiatives.

You will report to the Fleet manager and will be part of the Transport Services Health & Safety (H&S) team, dealing with accident investigations, depot H&S requirements and managing the LOLER inspections schedule on all fleet assets.

This role is based within [Environment and Climate Change](#) Find out more about [working for Kirklees](#).

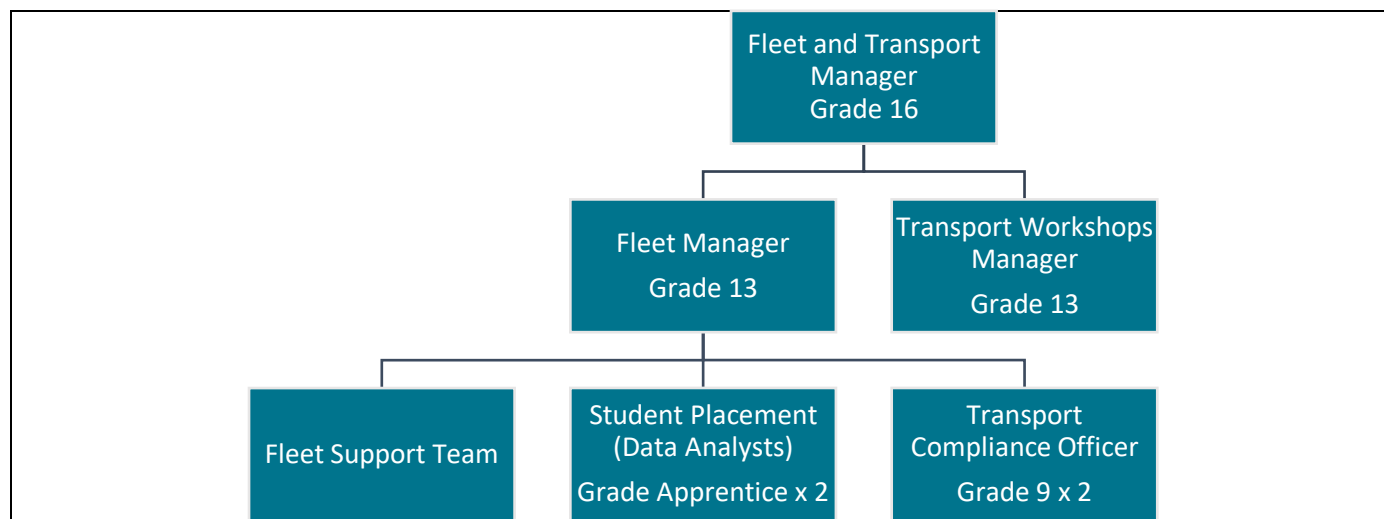
Key areas of responsibility

- Undertake key duties to ensure that the whole range of fleet vehicles are operated in a safe, effective and efficient manner, maintaining legal compliance with regards; the mandated undertakings of the Council's Operators Licence, required regulations of the DVSA MOT/Taxi Licencing test standards and HSE guidelines.
- Undertake compliance checks to ensure all Council drivers are undertaking their statutory duties in accordance with the undertakings of the O Licence, Road Traffic Act, HSE legislations and Council related policies; including daily vehicle checks and defect reporting, recording of driver's hours, vehicle overloading, inappropriate driving (speeding and mobile phone usage etc.) and adherence to the reverse assistant's policy.
- Conduct regular quality assurance compliance spot checks, including vehicle depot gate checks, vehicle condition reports, inspecting driver documentation, examining driver's hours records - both drivers and line managers actions (GB Domestic and EU Drivers Hours),

scrutinising vehicle overload tickets, workshop documentation checks (to include brake test analysis) and legislative safe keeping of records.

- Support the service to ensure MOT/Taxi Licensing test standards are adhered to, including management of legislative certification, test bay requirements, equipment calibration checks and examiner competencies.
- Work in-conjunction with the Highways Safety Team to support the development of targeted road safety initiatives based on intelligence gathered from working across services.
- Manage the comprehensive vehicle maintenance schedule, ensuring that all fleet assets are maintained as per stipulated timescales, liaising directly with services and investigating *no shows* (to include coordinating all LOLER inspections on the fleet).
- Develop and deliver internal independent audits on all transport compliance related processes across the authority. Regularly report findings to the Transport Services Management Team and formulate improvement plans to address non-compliance matters working in collaboration with the affected service and review accordingly.
- Be a proficient user of the Vehicle Operator Licensing (VOL) account, Fleet Management software, Fleet Telematics System and any other associated computer-based programs.
- Collate, analyse, produce and present comprehensive management and statistical reports for service areas and Corporate Key Performance Indicators (KPI's). Reports include Workshop performance, Operator Compliance Risk Score, avoidable vehicle damage, drivers' hours infringement statistics, vehicle overloads etc.
- Write compliancy related reports and deliver to service managers, senior management and/or Councilors when required. Assist the Fleet Manager, Transport Workshops Manager and Fleet and Transport Manager with Corporate policies, strategies and reports when required.
- Assist the Transport Services Management Team with H&S management, including risk assessments, depot fire management, COSHH, PUWER and LOLER legislative actions. Attend accidents, incidents and emergencies on the public highway involving Council vehicles if required and ensure vehicle accident investigations are completed.
- Liaise with internal customers and external bodies such as members of the public and colleagues, Unions, Office of the Traffic Commissioner, DVSA, Police, HSE or Logistics UK with regards to any operational or legal issues as required.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Knowledge of the Operator Licence legislation and road transport legislations; including the Senior Traffic Commissioners Statutory Guidance documents, DVSA Guide to Maintaining Roadworthiness, DVSA Categorisation of Defects, Road Traffic Act and the Highway Code	Essential
Knowledge of fleet vehicles operated within local authorities, including plant equipment	Essential
Good understanding of the transport and workshops environment Health and Safety legislations; including LOLER, PUWER and HSE Driving at Work guidance	Essential
Thorough knowledge of the DVSA Authorised Examiner MOT Test Station required standards	Desirable
Operator Licence Awareness trained or willingness to undertake training within specified timescale	Essential
Level 3 in MOT Test Centre Management or willingness to undertake within specified timescale	Essential
Hold a Class C driving licence with DCPC (or willingness to undertake DCPC within specified timescale)	Essential
Excellent verbal and written communication skills	Essential
Ability to provide and present technical information in a way that is easily understandable and accurate	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Ability to develop and deliver presentations (including PowerPoint) in-person or virtually to a wide range of audiences	Essential
Good numeracy skills with the ability to analyse statistical data	Essential
Ability to work with minimum supervision, be flexible, organise own workload to meet deadlines, and to work successfully with teams	Essential
Ability to solve problems using own initiative	Essential
Accepts medical screening and any other screening appropriate to occupational risk will be required to ensure you are able to carry out physically demanding work including walking, bending, lifting to undertake inspection and for driving	Essential
Extensive experience of working within a Fleet/Transport organisation or within another supporting service function	Essential
Proven ability to use IT software and MS packages	Essential
Widespread experience of working within a team and collaborative working across an organisations' services	Essential
Good history of driving ability and experience	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Transport Services	Grading ID	67300
Job ID	TBC	Last Updated	17 August 2021
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	Lee Veevers-Fearnley		