

# Job Description

|              |                                      |
|--------------|--------------------------------------|
| Job Title    | Clerk                                |
| Grade        | Band D                               |
| Reporting To | Principal Officer (Fleet Management) |
| JD Ref       | BUS0040G                             |

## Purpose

Provide administration support to ensure the effective operation of the Transport fleet and vehicle maintenance.

## Main Duties And Responsibilities

### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

### Communication, Engagement and Training:

- Liaise with customers to ensure correct specifications for vehicle hiring, order and arrange delivery of vehicles.
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- Assist in the processing of accident and insurance procedures and providing documentation to the insurance team.
- Answer telephone queries and deal with clients at the reception counter.

### Data Analysis and Decision-Making:

- Maintenance of records relating to vehicles and plant including inventory and maintenance records and data input into section software systems.
- Maintenance and updating of fuel records and fuel keys.
- Payment of invoices including vehicle hire and client recharging and keep appropriate records.
- Arranging for estimates for repair of damaged vehicles and providing information to clients regarding completion dates.
- Control of fuel stock monitoring and ordering of fuel.
- Responsibility for authorisation to drive, checking driving licences and maintenance of all related records.
- Maintenance and ordering of stationery and equipment.
- Identify chargeable work carried out on vehicles and ensure costs are recovered.
- Responsibility to ensure taxation of vehicles each month.

**Compliance:** Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

**Other:**

- Any other duties commensurate with the grade.

## Role Specific Knowledge, Experience And Skills

### Qualifications

- GCSE in Maths & English or equivalent.
- *Desirable - Possession of driving licence.*

### Knowledge & Skills

- Demonstrate good standard of numeracy, literacy and accuracy.
- Ability to work in small busy team.
- *Desirable – Knowledge of driving licence categories/legislation.*
- *Desirable - Ability to organise, prioritise and generally manage own workload in line with service demands.*

### Experience

- Good general and extensive administration/office experience applicable to the range of duties required of the post.
- Demonstrate comprehensive IT skills e.g. Use of a variety of business related software systems.
- Excellent communication skills, including the ability to deal with individuals in person and on the telephone.
- *Desirable - Experience of working in a transport/garage environment.*

## Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

### Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Driving duties

## Approved By: Insert name & designation





Steven Clarke, Principal Officer (Fleet Management)

**Date Of Approval: Insert date (only upon final approval)**

6 February 2025

