

## PERSON SPECIFICATION

### Transport and Stores Manager – T109

Specification Type	Additional/changed requirements	E/D	Measure
<b>Personal Skills</b>	Effectively lead and motivate the transport team	E	1, 3
<b>Personal Skills</b>	Generate clear and concise communication flows between all stakeholders	E	1, 3
<b>Personal Skills</b>	Good organisational skills with an ability to plan and prioritise	E	1, 3
<b>Personal Skills</b>	An ability to develop and deliver good customer skills	E	1, 3
<b>Personal Skills</b>	An ability to develop innovative solutions to often complex problems	E	1, 3
<b>Personal Skills</b>	To be able to effectively work in partnership with a wide range of service areas	E	1, 3
<b>Experience</b>	Experience of fleet management with at least 3 years within the transport industry	E	1, 3
<b>Experience</b>	Experience of transport management “Information Technology” (IT) systems and scheduling methodology	E	1, 3
<b>Experience</b>	Experience of operational budgets for vehicle maintenance and servicing	D	1, 3
<b>Experience</b>	Experience of managing and operating a modern Stores services	E	1, 3
<b>Experience</b>	Experience of vehicle and plant procurement, including spares and parts	E	1, 3
<b>Attainments/Qualifications</b>	Hold a National CPC for an Operating Licence	E	1, 3, 4
<b>Attainments/Qualifications</b>	Hold an LGV (Large Goods Vehicle) driving licence, minimum Class C.	E	1, 3, 4
<b>Attainments/Qualifications</b>	Hold a qualification/s in motor vehicle engineering (Institute of Road Transport Engineer’s)	E	1, 3, 4
<b>Attainments/Qualifications</b>	Hold a current Drivers CPC	D	1, 3, 4
<b>Attainments/Qualifications</b>	Hold an NVQ in Stores and Logistics	D	1, 3, 4
<b>Knowledge</b>	Knowledge of commercial vehicle repair and maintenance	E	1, 3
<b>Knowledge</b>	Knowledge of decarbonisation and green initiatives within the transport industry	E	1, 3
<b>Knowledge</b>	Maintenance of records related to Workshop operations and vehicle maintenance to DVSA standards	E	1, 3
<b>Knowledge</b>	Plating and Testing of LGV vehicles and procedures for application and presentation at DVSA Testing Stations	E	1, 3
<b>Knowledge</b>	Knowledge of relevant Health and Safety Legislation	E	1, 3

<b>Specification Type</b>	<b>Additional/changed requirements</b>	<b>E/D</b>	<b>Measure</b>
<b>Special Requirements</b>	Some evening/weekend work may be required	<b>E</b>	<b>1, 3</b>
<b>Special Requirements</b>	Possession of a full driving licence	<b>E</b>	<b>1, 3, 4</b>

**Car Allowance:**

This post carries a designated car user status.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]