

Job Profile

Job Title: Transport Compliance Officer (CATS)

Job Grade: Level 4 Zone 1

Salary Range: £40,652 - £46,779

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About Camden Accessible Travel Solutions (CATS)

CATS is the Council's in-house transport service. It is based within York Way Depot, in King's Cross, London and sits within the Environment and Sustainability Directorate under Supporting Communities.

The service is responsible for a wide range of transport related services including the provision of accessible buses for children and adults, taxi bookings, fleet maintenance, an MOT service, driver training, fuel provision and manages a range of concessionary travel schemes.

About the Senior Management Team in CATS

The Compliance Officer is based within the Senior Management Team working alongside the Engineering Manager, who is responsible for the management of the Council's fleet of vehicles (circa 330), ensuring compliance is maintained through planned vehicle inspections and scheduled maintenance tasks. The Senior Management Team for CATS are responsible for overseeing the delivery of all CATS services, ensuring best practice, introducing innovation and maintaining a high standard of service which are compliant with rules and regulations around transport.

About the role:

The role of the Compliance Officer is to ensure that all service areas related to fleet, Section 19 permits and restricted Heavy Goods Vehicle (HGV) license are compliant. The Compliance Officer will have continuous and effective control and is required to have a proactive role within the service in the continuous cycle of maintain a high level of compliance in line with Drivers and Vehicle Standard's Agency (DVSA). The Compliance Officer will also be responsible for ensuring internal policies and procedures are adhered to. The Compliance Officer will take a lead in ensuring the service is fully compliant and will support the Logistic Manager, Operations Manager and the Engineering Manager with regards to Health and Safety inspections and compliance within the depot.

Example outcomes or objectives that this role will deliver:

- To actively participate in continual service improvement within CATS, as a key member of the Service Management Team.
- To develop, review and update compliance policies and procedures for staff within the Borough and lead with public consultation on any policy changes.
- To work closely with and provide cover for the Logistics Manager, as needed, to support service delivery.
- To develop a personalised training programme for all Drivers and Personal Assistants
- To provide a first point of contact and to build good relations with other council services.
- To take a lead role with service wide communications for both internal and external stakeholders accessing Camden Transport Services

- To participate in procurement exercises as required, and to monitor agreed procurement contractual outcomes.
- To adhere to Health and Safety regulations and to provide support for front line staff in delivering their roles.

About you

Qualifications

- A full, clean UK driving licence
- Must have two years' experience within Fleet Management
- Free from any negative encounters with the Office of the Traffic Commissioner
- Hold/working towards MOT Site Manager qualification – SEG Awards ABC Level 3 in MOT Test Centre Management
- Certificate of Professional Competence (CPC) in Passenger Carrier Vehicle (PCV) and/or Heavy Good Vehicle (HGV) operations with Continuous Professional Development (CPD) no older than 18 months (desirable or willing to learn)

Technical Knowledge

Responsibilities:

- Ensure and oversee that an effective vehicle defect reporting system is in place.
- Ensure all vehicles are operated in a roadworthy condition.
- Ensure vehicles are presented for Pre-Monthly Inspections (PMI) on the correct dates.
- Monitor Operational Compliance Risk Score (OCRS) and produce reports for stakeholders and the management team.
- Maintain and audit maintenance records and ensure they are kept for 15 months.
- Ensure drivers conduct daily walk round checks efficiently.
- Attend prearranged Vehicle and Operators Service Agency inspections at operating centres.
- Ensure Drivers are schedule in compliance with European Economic Community and domestic driving rules.
- Ensure driver's cards & VU's are downloaded at the required intervals.
- Maintain and keep driving records for a period of 12 months.
- Regularly check driver's digital & analogue tachographs charts/printouts.
- Provide warnings of any driving infringements to drivers.
- Check driver's vocational driving licences every 6 months.
- Ensure, arrange & oversee "Driver CPC Training" program.
- Assist with any internal and external audits

Experience

- Experience of working independently with minimal supervision, with the ability to manage your own workload and adhere to strict deadlines.
- Using IT systems to collect performance and compliance data, to support staff management and improved service delivery.

- Complying with Health and Safety requirements and experience of inducting and teaching staff members how to comply.
- Providing technical and vehicle related advice, reports, analysis and information for the effective operation of the Council's fleet.
- Conducting audits on vehicle compliance
- Excellent record keeping skills

This post is exempt from the Rehabilitation of Offenders Act and will require an Enhanced DBS.

Work Environment

The post holder will be expected to work flexibly, as per the Council's agile working policy. The post holder will be based within the transport depot at York Way, King's Cross. The post holder may be expected to attend meetings with key stakeholders within other premises or other council offices. The post holder may be required to work from other council premises.

The Council's normal working hours are 36 hours between 7am to 10pm Monday to Friday and 8am to 5pm Saturday and Sunday. From time-to-time you may be asked to work hours that are additional to or different from the hours you usually work, which may on occasion mean an earlier start time of 6am.

People Management Responsibilities

The post holder will not have direct management responsibilities but will have responsibilities to ensure staff are adhering to the compliance rules and regulations for driving standards.

Relationships:

They will work closely with Managers and Officers across the CATS service and key stakeholders from both within the Council and external partners. The post holder will be responsible for ensuring CATS staff are up to date with all mandatory training specific to their role.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.

Organisational Structure

