



Job Title: London 2017 Deputy Fleet Manager

JOB PURPOSE

Planning and delivery of the car fleet operations for both the World Para Athletics Championships and IAAF World Championships to be held in London in 2017.

Base of role: London

RESOURCES MANAGEMENT

Reports to: Fleet Manager - London 2017

KEY RESPONSIBILITIES

- Manage the commissioning/decommissioning of both vehicle fleets in accordance with guidelines set out by vehicle provider and insurer.
- Assist with Fleet Operations Transport Plan and update at appropriate milestones.
- Assist with the delivery of the depot for fleet operations.
- Coordinate the training of volunteer and paid drivers.
- Train staff to operate fleet depot.
- Assist with production of driver route handbook.
- Support adequate staff/driver welfare facilities.
- Provide solutions for the provision of technology to support successful fleet operations.
- Plan and implement how vehicles will be tracked and monitored throughout the events.
- Plan and deliver appropriate communications structures within the Fleet Operation and with wider Transport and Championship functions.
- Ensure a system is developed for fuelling, cleaning and maintenance of fleet vehicles.

WORKING RELATIONSHIPS

- **Internal:** Protocol and Congress Manager, Operations Senior Coordinator, Protocol Coordinator (Stadium), Transport, Accommodation, Hotel, FA leads, Logistics
- **External:** IAAF, IPC, VIP Guests, external contractors, external venues

PERSON SPECIFICATION

- Experience of similar fleet management roles desirable
- Understanding of London road network, particularly East London, a distinct advantage
- London/South East based



CORE COMPETENCIES

PLANNING & ORGANISING

The ability to plan and organise work and resources to ensure deadlines are met and to budget. To be able to organise and prioritise work, projects or resources and ensure timescales/deadlines are met effectively.

QUALITY ORIENTATION

An attention to detail and commitment to delivering high quality outputs at all times.

INTERPERSONAL SKILLS

The ability to interact effectively with others from all areas of the business whilst demonstrating a culture of openness, honesty, fairness, equality and empathy for the well-being of fellow employees and customers.

JOB SPECIFIC COMPETENCIES

RESULTS ORIENTATION

A strongly results orientated individual who is able to identify and utilise resources available to achieve results.

CUSTOMER FOCUS

Relentless customer service is about listening to the customer and working with them to resolve problems and exploit opportunities together and to continuously improve performance for both internal and external customers.

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SALARY: Dependant on Experience

DEADLINE: Please send your CV to the email address shown below no later than Monday 24th April

CONTRACT STATUS: May- August 2017

CONTACT PERSON: Simon Hainsworth, shainsworth@london2017.org.uk