## Job Description

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| **Job title** | **Systems Compliance Officer** |
| **Salary, Grade and SCP** | Grade 6 |
| **Service/Team** | Fleet |
| **Responsible to** | Fleet management and Compliance officer. |
| **Main purpose of job**  | To co-ordinate, report, investigate and analyse the electronic systems used by fleet services to service, maintain and repair all vehicles which Sunderland City Council (SCC) manage on behalf of both internal and external customers.Record their findings and follow up with management to ensure issues are rectified.To provide assurance to both internal and external agencies with the necessary data to demonstrate that SCC is complying with all relevant legislation and that we are complying with the Councils Operators licence. |
| **Key responsibilities**  | Responsible for the day-to-day management and smooth running of the Fleet management electronic system’sCollaborating with management from other departments to ensure compliance and investigating irregularities.Assisting in the gathering of information to requests by regulatory organisations. |
| **Key tasks**  | * Provide systems admin –
	+ Allocate passwords
	+ Create user profiles
	+ Make amendments to system, using some SQL code.
* Create reports within systems. This includes the use of Microsoft Power BI or similar.
* System trainer – carry out training on all systems to staff, as an when required.
* Liaise with external software companies to: -
	+ resolve system issues
	+ help implement upgrades and new systems
	+ develop systems to improve processes
	+ be aware of latest innovations and advances in technologies
* Produce KPIs and present them to management in an agreed format.
* Analyse data and ensure that the data quality is at a high standard in all systems: -
	+ Check for missing data e.g. vehicle type, MOT dates, Costs.
	+ Jobs are closed promptly
	+ Overdue vehicle inspections, tests and services are monitored.
* Produce and analyse data to ensure compliance of all relevant Transport and H&S laws plus the council Transport code of practice.
* Produce documentation to support the use of systems e.g., Business processes, flowcharts and ‘how to’ guides.

Day to day management of all electronic management systems used by fleet e.g., managing rejected records.  |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council. |