

Workshop Operations Manager

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Significant experience managing a busy HGV, PSV or mixed fleet maintenance workshop. Excellent organisational and planning abilities.
2. Strong leadership and people management skills with the ability to analyse performance data and implement improvements.
3. Ability to manage competing priorities and work under pressure with effective problem-solving and decision-making skills.
4. Detailed knowledge and understanding of current transport legislation relating to 'MOT test standards' & 'Operators Licence' requirements. With demonstrable commitment to Continuing Professional Development
5. Have broad-based experience in the inspection (PMI) regimes and vehicle defect reporting systems. Managing repair & preventative maintenance of vehicles. Demonstrate sound knowledge of prescribed standards of roadworthiness, operational maintenance for horticultural, heavy and light commercial vehicles.
6. Must have served a recognised apprenticeship in Motor Vehicle Engineering. Qualified to City & Guilds of London Institute 371 or 373 Craft Certificate level or equivalent.

7. Leadership & Team Management, whilst exercising financial control in accordance with relevant procurement legislation, within budget and following best practice.
8. Be able/willing to facilitate stand-by "out of hours" vehicle maintenance or breakdown arrangements.
9. Experience of fleet management software systems & Proficiency in Microsoft Office applications.
10. Competent in preparing reports and presenting information to senior management.
11. Experience managing external clients, suppliers, contractors and service agreements with a customer-focused approach.
12. Sound understanding of vehicle workshop safety regulations and standards. IOSH Managing Safely or equivalent Health & Safety qualification with experience of producing risk assessments and managing a compliant vehicle repair workshop environment
13. Able to work without direct supervision to a high standard with good communication and administration skills.

Desirable

1. Hold a Transport management certificate of Professional Competence (CPC)
2. IRTEC accreditation.
3. Level 5 Management qualification.
4. NEBOSH General Certificate.
5. Categories D1, C or C+E LGV licence being advantageous.
6. Hold a MOT Test Centre Management certificate or have valid MOT testers qualification to carry out tests, Classes 4 5 & 7
7. Knowledge of workshop environmental issues

Additional Requirements

1. A category B driving licence is essential.
2. Willingness to work overtime
3. Willing to attend training courses (possibly outside normal working hours)

1. Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?