



Role: Fleet Training Manager
Area: Business Services Centre
Sub-Area: Facilities
Location: Eastern/Southern/North Western
Regions

Duration: Fixed Term – 2 Years **Salary:**
Competitive **Ref:** 004S19

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

Background:

The Facilities function within the Business Services Centre is responsible for the obtaining and maintaining of Ervia HQ's and Regional offices, including activities such as ; Security, Reception Services, Spatial Planning, Fleet Management, Cleaning and building maintenance. Facilities will provide these services to all of Ervia organisations including; Gas Networks Ireland, Group and Irish Water, ensuring a consistent and effective facilities service is provided.

The Role:

Reporting to the National Transport Manager, the Fleet Training Manager is a key member of the Fleet Team responsible for the delivery of fleet training services for all of Ervia including; Gas Networks Ireland, Aurora, Irish Water and Group.

Duties and Responsibilities:

- Manage training nationally for the Ervia fleet of vehicles, mobile equipment and specialist plant / equipment.
- Ensure delivery of fleet training services within annual OPEX budgets and identify and manage any risks to budgets ensuring necessary approvals
- Ensure delivery (including budget and programme) of the various fleet training programmes.
- Develop and present papers to various Contract Approval Committees as required for approval of spend and contract authorisation.
- Liaise with the Regional Operational teams to ensure that the training for the drivers and vehicle types in the regions are appropriate to meet the demands of the business
- Build relationships with a broad range of Local Authority Staff including Director of Services, Senior Engineers, Supervisors, Fleet Management Teams, drivers etc.
- Develop a Training Strategy by completing a gap analysis and assessment of current driver competencies / training records and conducting inspections / audits of vehicles as required.
- Co-ordinate roll out of training to drivers and liaise with HR, Learning and Development, Asset Operations etc. to agree training dates, venues, keeping of records etc.
- Drive a strong behavioural culture of continuous improvement regarding training processes and procedures e.g. fleet course manuals and SOP's
- Support the implementation new technologies across fleet to promote a culture of continuous improvement e.g. training on use of hand held technology for vehicle inspections, use of new Fleet Management System to record driver training records, on-line driver assessments etc.
- Act as key interface with Fleet Management Supplier in relation to fleet training activities to ensure provision of a safe, effective and efficient service.

- Act as the escalation point for any technical / driver / customer training related issues
- Manage and authorise all commercial aspects of training contracts including, agreeing cost centres, approving PO's / payments and benchmarking costs
- Develop, maintain and standardise training course materials / standards / specifications across Ervia
- Ensure compliance with all statutory and legislative requirements
- Track and report monthly on fleet training costs and KPI's and address issues / anomalies
- Assist with fuel / energy reduction programme including driver training
- Assist with Severe Weather / Business Continuity Plans e.g. training in use of 4x4 winter jeeps
- Manage fleet training in line with Ervia (HSQE) Health, Safety, Quality and Environmental requirements
- Assist HSQE with risk assessments, identifying high risk drivers (e.g. apprentices), driver handbook etc.
- Provide key information to National Transport Manager to facilitate objective decision making
- Attend meetings with Senior Management / Regional Managers and act as point of contact for escalation
- Participate in the on call rota for Fleet Management if required

Knowledge, Skills and Experience:

- Relevant third level qualification in Transport Management / Engineering / Business or similar
- Minimum 5 - 7 years' relevant fleet management experience
- Deep technical knowledge of fleet management is essential
- Knowledge of fleet management systems desirable
- Strong understanding of commercial and contractual management and of service delivery
- Knowledge of Road Traffic Acts, Health & Safety legislation etc that apply to work related driving
- Strong communication, report writing and document preparation skills
- The commitment and drive to be accountable for, and to deliver against, challenging goals
- Previous experience with initiating and maintaining strategic relationships both internally and externally, using strong influencing skills to achieve business goals
- Ability to work both independently and as a co-ordinated part of a team and strong ability to pursue issues to closure on own initiative
- PC skills required to maintain databases, preparing and presenting monthly reports, annual budgets, etc.
- Applicants must hold a full clean driving license

The closing date for receipt of applications for this vacancy is 23rd January 2019.

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

Please include the Reference Number for this Role when making an application