

About us...



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

<p>Job purpose:</p>	<ul style="list-style-type: none"> - Taking responsibility for overseeing the Society's commercial fleet operations, ensuring compliance with UK legislation. - Managing all commercial drivers, maintaining vehicle safety and efficiency, reducing operational costs and driving continuous improvement in fleet management. - Ensuring that the transport function supports the overall business strategy while delivering high levels of service and operational excellence.
<p>You'll report to:</p>	<ul style="list-style-type: none"> - Operational Excellence Manager
<p>Your hours</p>	<ul style="list-style-type: none"> - 39 hours per week. - Typical working hours will be Monday – Friday, between 8.00am – 5.00pm.
<p>Your relationships:</p>	<ul style="list-style-type: none"> - A wide range of internal and external contacts, networks and collaborative partnerships. - Internal relationships may include among others, Communications, Marketing, Finance and Health and Safety
<p>What you'll bring to us:</p>	<ul style="list-style-type: none"> - A strong knowledge of UK transport legislation, vehicle compliance and fleet operations, with experience managing commercial drivers and transport assets is essential. - A hands-on leader who can balance operational demands with strategic planning, ensuring the transport function operates efficiently while delivering a high-quality service. - Professional, enthusiastic, have a strong attention to detail and can handle a varied and busy workload. - Excellent communication skills, both written and verbal. - Ability to work effectively within a team. - Able to prioritise and manage workload, working autonomously in a structured environment with a professional and approachable manner. - Adaptable, resilient, and focused on meeting deadlines where possible. - An intermediate understanding of Office 365 platforms, especially Excel, Word and PowerPoint. - Full driving licence.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

Your duties and responsibilities

- Line management of all commercial drivers within the Society, which includes our Gadsby’s, Maltby’s, Pharmacy home delivery and internal store distribution/postage drivers.
- Overseeing driver training, health and safety compliance and vehicle inspections.
- Ensuring all reporting colleagues correctly use operating systems and communication devices to maximise operational efficiency.
- Ensuring all vehicles are maintained, licensed and tested in line with UK legislation and manufacturer requirements.
- Managing strict vehicle maintenance and servicing schedules to minimise downtime.
- Overseeing vehicle management, including liaising with fleet services, ensuring safe vehicle operations, monitoring vehicle gross weights and ensuring wheel security.
- Maintaining accurate records of vehicle inspections, services and fleet-related incidents.
- Working closely with the Operational Excellence Manager to develop strategies for improved cost efficiency, fleet optimisation and continuous improvement initiatives to reduce operating costs.
- Identifying service, repair and maintenance suppliers to achieve cost reductions.
- Monitoring fleet costs to ensure they remain within budget while identifying opportunities for efficiencies.
- Strategic, tactical and operational planning of driver resources to maximise fleet capacity.
- Implementing route planning and optimisation strategies across Maltby’s warehouse and Gadsby’s Bakery.
- Ensuring appropriate management information (MI) is in place for optimal fleet management.
- Ensuring full compliance with UK legislation and regulations governing commercial transport.
- Ensuring health and safety induction, training, operating procedures, near-miss reporting, and emergency procedures are followed.
- Assisting with the drafting and implementation of policies and processes related to fleet operations.
- Producing and submitting various management reports as required.



Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be helpful by:


- Responding positively to requests from colleagues and customers.
- Trying to get it right first time.
- Resolving internal customer complaints and take corrective action.
- Sharing my knowledge with my "colleagues."
- Offering to help before being asked.
- Going above and beyond.
- Contributing to the 'team' and its success.

I will inspire others by:

- Supporting and encouraging one another.
- Being a positive role model.
- Listening and learning from my colleagues and
- Building strong relationships with customers and colleagues.
- Suggesting new ideas and trying new things.
- Taking pride in my work and celebrating success.

I will be trustworthy by:

- Using good judgement in all situations.
- Being open and honest.
- Take responsibility for my work and delivering positive outcomes.
- Treating everyone fairly and with respect.
- Doing my best for each other and our communities



Your behaviours

- Adhering to Principles and Values** – responding suitably to values-led decisions
- Presenting and Communicating Information** – translating information appropriately
- Relating and Networking** – sharing knowledge to develop and learn from others
- Working with People** – building a strong and adaptable team

Your Behaviours – how you will contribute to your team and the Society’s ongoing success in this role.

I will adhere to the principles and values of the Society by:	<ul style="list-style-type: none"> - Being honest, transparent and consistent in all actions and communications. - Treating others with dignity and respect, valuing their diversity and different perspectives. - Listening actively and consider the opinions of others. - Taking accountability for my actions and decisions. - Fostering a spirit of teamwork, co-operation and positive relationships.
I will present and communicate information clearly by:	<ul style="list-style-type: none"> - Tailoring my communication to the level of understanding and background of the audience. - Paying close attention to others when they speak. - Providing examples to illustrate complex concepts to make my message more relatable. - Encouraging feedback and questions from colleagues to clarify understanding.
I will build a network of customers and colleagues by:	<ul style="list-style-type: none"> - Offering value to my network by sharing relevant insights, information, or resources. - Fostering genuine relationships by demonstrating authenticity and integrity in my interactions.
I will work collaboratively with my colleagues by:	<ul style="list-style-type: none"> - Demonstrating an interest in and understanding of others. - Recognising and rewarding the contribution of others. - Listening and consulting with others and communicating appropriately. - Supporting and caring for colleagues. - Developing and openly communicating self-insight such as an awareness of own strengths and weaknesses.