

Job Description

Job Title:	Transport Manager	Grade:	SLT
Department:	Central Resources	DBS Required:	Enhanced
Reports To:	Head of Resources	Location:	Harborne
Contract Type:	Permanent	Hours Per Week:	35

This job description is non-contractual and does not form part of your contract of employment. It is not intended to be exhaustive and is provided for guidance only. Due to changing nature and priorities you will, from time to time, be required to undertake other responsibilities of a similar nature that fall within your capabilities. Focus retains the right to change the job description or job title at any time.

Management Responsibility (delete if not applicable)

Direct Reports:	Transport Coordinator, Drivers
Budget Responsibility	Yes

Purpose of Role

To lead and manage the transport service, ensuring safe, reliable and efficient transport for individuals accessing services. The role oversees route planning, fleet utilisation and service expansion, including developing community transport opportunities and increasing capacity to meet growing demand.

Key Outcomes of the Role

1. Transport services are safe, reliable and consistently delivered.
2. Fleet and routes are efficiently planned and utilised.
3. Compliance with all transport legislation and safety standards is maintained.
4. Transport capacity grows in line with service expansion.
5. Community transport opportunities are developed to maximise impact and income.
6. Transport team is well-managed, supported and performing effectively.

Key Responsibilities

Service Leadership & Planning

1. Oversee transport operations, ensuring effective planning of routes, vehicles and staffing.
2. Develop scalable transport models to support increased hub capacity.
3. Identify and develop community transport opportunities to maximise vehicle use and generate income.

Operations Management

1. Ensure transport services are delivered safely, efficiently and in line with service requirements.
2. Monitor performance, utilisation and reliability, addressing issues and improving service delivery.

Compliance & Safety

1. Ensure full compliance with transport legislation, licensing and safety requirements.
2. Oversee vehicle maintenance, inspections and documentation.
3. Ensure risk assessments and safeguarding requirements are embedded in practice.

Team Management

1. Line manage the Transport Coordinator and drivers.
2. Ensure staff are trained, supported and compliant with requirements.
3. Foster a positive, safety-focused team culture.

Stakeholder Engagement

1. Work with internal teams, families and partners to ensure transport meets needs.
2. Communicate effectively regarding changes, issues and service improvements.

Systems & Performance

1. Monitor utilisation, costs and performance metrics (e.g. route efficiency, vehicle usage).
2. Provide reports and insights to support decision-making.

Continuous Improvement

1. Drive improvements in efficiency, safety and service quality.
2. Support innovation and service development within transport.

Person Specification

Essential

- Experience in transport, logistics or fleet management
- Knowledge of transport compliance and legislation
- Understanding of D1 licence requirements and driver compliance
- Experience managing staff and operations
- Strong planning, organisational and problem-solving skills
- Ability to manage risk and make decisions under pressure

Desirable

- Experience in community or accessible transport
- Knowledge of working with people with disabilities
- Relevant transport qualifications or licences

Standard Requirements of all positions

All employees are expected to:

1. Be flexible in their duties and responsibilities and may be asked to perform other duties which reasonably correspond to the general character of their job and level of responsibility.
2. Promote and safeguard the welfare of adults and children at risk
3. Maintain confidentiality of data and information that is sensitive to the Organisation, in line with policy and GDPR
4. Maintain personal and professional development activities to meet the changing demands of their role
5. Ahere to all Focus policies
6. Take a proactive approach to managing their own and others Health and Safety in line with requirements and Focus procedures.

Equality, Diversity and Inclusion

At Focus Birmingham, we are committed to equality, diversity and inclusion. We value the unique experiences, perspectives and strengths that people bring and believe this makes our organisation stronger. We welcome applications from people of all backgrounds and are committed to creating a workplace where everyone feels respected, included and able to thrive.