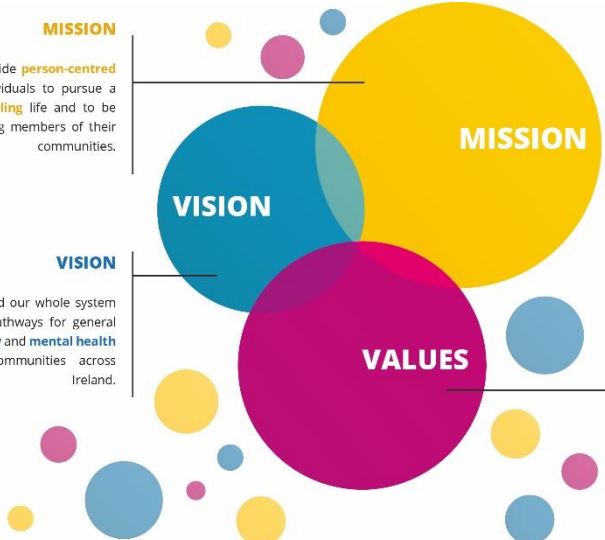
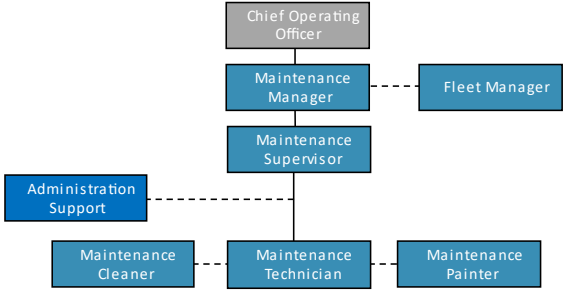




Job Description	Fleet Manager
Overview of Nua Healthcare Services	<p>Nua Healthcare Services is one of Ireland's leading Care Providers. We provide Residential, Supported Living, Day and Community Outreach Services to both Children and Adults with a range of complex support requirements.</p> <p>At Nua Healthcare Services, we are proud to offer high standards of service and care. Renowned for offering some of the best facilities in the country; our residential accommodation combines modern state-of-the-art facilities with beautiful outdoor environments. Our tailored day care programmes encompass a wide variety of stimulating and enjoyable activities.</p> <p>Our team bring a wealth of experience in supporting individuals with a range of complex needs including, but not limited to:</p> <ul style="list-style-type: none">▪ Autism▪ Asperger Syndrome▪ Acquired Brain Injuries▪ Challenging Behaviour▪ Intellectual Disabilities with Alzheimer's or Dementia▪ Mental Health Rehabilitation and Recovery▪ Personality Disorders <p>Nua Healthcare Services is committed to promoting and maintaining a workplace environment that celebrates diversity & inclusion. We pride ourselves on being a diverse-friendly workplace, a workplace that respects and values every team member.</p> <p>Nua Healthcare Services is culturally aware and is committed to equality. We recognize the existence of, and object to, discrimination in all its forms. We lead by example and take responsibility for creating a better workplace for everyone. Therefore, we encourage our team members to pursue their careers with us in the knowledge that, regardless of age, gender, sexual orientation, civil status, religion, disability or ethnicity, each team member is equal and entitled to the same opportunities and benefits as their peer, so their hard work and personal commitment ultimately leads them to better their lives and the lives of their families.</p>
Job Title	<ul style="list-style-type: none">▪ Fleet Manager

Overview of Role	<p>At Nua Healthcare Services, we believe that having the highest quality of care is an absolute right of every person we support. We are committed to providing each person we support with individual, personalised care within a safe and homely environment, and we encourage and facilitate their involvement throughout the associated decision-making processes.</p> <p>We strive to empower the people we support to shape their own lives and the services they receive, and we actively encourage each person to develop their life skills, which in turn, enables them to realise their full potential.</p> <p>We also encourage participation in an array of individualised services, community-based recreational activities, meaningful educational and employment opportunities.</p> <p>The post holder will be responsible for the maintenance and upkeep of company fleet ensuring all services/repairs completed as required, insurance/tax up to date for all vehicles.</p>
Purpose of Role	 <p>MISSION</p> <p>Our mission is to provide person-centred care, to support individuals to pursue a meaningful and fulfilling life and to be happy and contributing members of their communities.</p> <p>VISION</p> <p>Our vision is to expand our whole system rehabilitative care pathways for general and specialist disability and mental health services in local communities across Ireland.</p> <p>VALUES</p> <p>Dignity and Respect: We embrace and value the uniqueness of every individual using our services.</p> <p>Hope: We support every individual to hold and build upon their hopes, to collaborate with others and manage their challenges so that their life gets better.</p> <p>Connectedness and Identity: We collaborate with each individual and their support network to build relationships and meaningful engagement. We support individuals to build positively upon their sense of identity, to look beyond diagnosis and perceived disabilities and to focus instead on their unique abilities.</p> <p>Quality & Safety: We are committed to providing high quality, safe services for the individuals who use them and the team members who work within them.</p> <p>Diversity: We recognise our team members and individuals have different ideas, strengths, interests, and cultural backgrounds that enrich our service.</p>
Reporting	<ul style="list-style-type: none"> The post holder reports directly to the Maintenance Manager.
Key Working Relationships	<ul style="list-style-type: none"> Centre Manager / Person in Charge, Deputy Centre Manager / Deputy Person in Charge, Frontline Workers, Director of Operations, Quality Assurance Team, Maintenance Team/Maintenance Manager, Building and Planning Department.

Department Specific Structure	<p>Note: Nua Healthcare Services reserves the right to amend or change its organisational structures, as required and at any time, to meet the needs of the services it delivers. The below structure is a sample representation of our typical centre's structure. Should you require more detail please refer to your assigned centre management team who will gladly outline local arrangements.</p> 
Department/ Location	<ul style="list-style-type: none"> The role will be based in Nua Healthcare's Head Office, The Atrium, Naas, Co. Kildare, with frequent travel to other locations in accordance with the business needs. <p>Note: any out-of-pocket expenses are refundable subject to adherence to Nua Healthcare Services policy on expenses.</p>
Authority Levels	<ul style="list-style-type: none"> To ensure compliance is met as per regulations on day to basis, and in-line with Nua Healthcare Services policies. To report any matters of concern in terms of quality and safety to your line manager and or another trusted manager should you feel comfortable in so doing. Communicate – All team members within the Maintenance department and other departments as necessary.
General Responsibilities	<ul style="list-style-type: none"> Live our Mission, Vision and Values. Review fleet ensuring all services/repairs completed as required, insurance/tax and DOE and NCT up to date for all vehicles. Purchase vehicles in line with Budgets and the need for the service. Review any vehicle accident reports and follow up accordingly.

	<ul style="list-style-type: none"> ▪ Support in maintaining purchase order data base sent in from maintenance technicians and completion of any required POs for Maintenance for sign off. ▪ Complies with company's safety / security rules and instructions in performing work efficiently while protecting self, fellow workers, and the service users. ▪ Work in a way that ensures the service is delivered in compliance with relevant legislation, Nua Healthcare's values, policies, and practices and contractual. ▪ Daily interaction with all Suppliers for Fleet works to insure no Delays in repairs and service of the Fleet. <p>The list of key duties is not exhaustive.</p>
Other Requirements	<ul style="list-style-type: none"> ▪ Genuine respect and empathy for diversity and individuality. ▪ Responsible and mature approach to work. ▪ Experience of / with people with additional and/or complex needs ▪ Enthusiastic, proactive self-motivator who can provide holistic supports of the highest quality. ▪ Self-driven with proven record of achievement. ▪ The ability to adapt to new environments. ▪ Excellent problem solving and decision-making skills under pressure, ability to work on your own initiative. ▪ Ability to set high personal standards of performance and delivery of desired results.
Key Competencies	<ul style="list-style-type: none"> ▪ Excellent overall demeanor. ▪ An ability to empathize with and understand the needs of others. ▪ A strong desire to be ones best. ▪ Excellent organizational skills / self-motivated / self-starter. ▪ Excellent verbal, written communication, and IT skills. ▪ Willingness to work as part of a multi-departmental team. ▪ Willingness to learn. ▪ Dedicated, reliability and flexible approach to work.
Essential Criteria	<ul style="list-style-type: none"> ▪ Full Clean Driver's licence. ▪ Experience and knowledge in motor trade and mechanics. ▪ 3 Years' previous experience in a similar role.
Career Development	<ul style="list-style-type: none"> ▪ All employees of Nua Healthcare Services will be required to commit to their personal training and development. Opportunities to advance your career in our services will weigh heavily on your dedication to the service, the people who use our services and your own time investment in your personal training and development. Your future is in your hands.
Post Holder:	



(Print Name)			
Post Holder: (Signature)		Date:	
Line Manager: (Print Name)			
Line Manager: (Signature)		Date:	