

<b>POSITION TITLE:</b>	Manager Fleet, Workshops & Depot Operations
<b>POSITION NUMBER:</b>	10176
<b>AWARD:</b>	N/A
<b>AWARD CLASSIFICATION:</b>	Contract
<b>REPORTS TO:</b>	General Manager Infrastructure & Utilities
<b>DEPARTMENT:</b>	Infrastructure & Utilities

## ABOUT US

### Our vision

A progressive region creating opportunities for all.

### Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

### Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

## OBJECTIVE OF THIS ROLE

The Manager Fleet, Workshops & Depot Operations will lead and manage the assets and workshop operations and provide high quality specialist advice to internal customers in line with financial sustainability metrics, relevant industry benchmarks and industry best practices.

This position will coordinate and deliver comprehensive fleet services across Council by centrally managing regional delivery of fleet logistics, mechanical maintenance and metal fabrication services to Council, managing fleet assets and depot operations.

In addition, this position will lead and manage the daily functioning and future development of fleet management and maintenance management teams by incorporating strategic and operational asset management principles and practices in: procurement planning, fleet standardisation and innovation, asset utilisation, fleet logistics, mechanical maintenance management, contract administration and asset disposal and renewal.

This position will also be responsible for the site management of Central Highlands Regional Council depots and its users ensuring efficient operations with stakeholders.

## KEY RESPONSIBILITIES IN THIS ROLE

### 1. Strategy Development & Planning

- Lead the future of Fleet for Council - by investigating and investing in technological and innovate fleet options, both asset and systems focussed, and continuously look for improvements to our fleet operations by ensuring a modern fleet that guarantees Council maintains technological relevance in our industry.
- Develop plans to deliver on all operational requirements, using Council planning processes and guidelines and develop and implement risk mitigation strategies to assist with effective fleet management.

### 2. Planning and organising

- In line with Council's Corporate Plan, develop and deliver strategies that help to position the Branch, Group and Council to achieve its vision for the Region and maintain awareness of external and market forces applicable to the business philosophy of the Fleet and Logistics Branch.
- Leading and working in conjunction with depot stakeholders and their teams to ensure cohesive operations of the council depots. This includes the day to day operations of the site, safety of all personnel on site and monitoring and maintaining site assets.
- Manage the day-to-day activities of the Branch ensuring cost effectiveness and the goals of the Branch and Council are achieved.
- Develop and manage the Branch operational and capital budget and develop and promote funding forecasts and business proposals for the capital budget based on the Fleet Asset Management Plan and operational needs of Council and prepare reports for the General Manager as requested.
- Manage extensive projects / programs in accordance with Corporate/Group goals including implementing change management practices.

### 3. Stakeholder Engagement and Management

- Develop and foster the centrally managed, regionally delivered approach to fleet logistical operations and depot stakeholders.
- Respond in a timely and effective manner to requests for service and general enquiries from the Community, Councillors and Management
- Build and maintain positive relationships with key stakeholders, contractors and suppliers to achieve positive business outcomes for Council.

### 4. Systems and Performance

- Ensure positive contribution to delivery of quality assurance via the Integrated Management System in all fleet and logistics work and ensure compliance with all statutory requirements and consenting processes and promote a continuous improvement ethos.
- Foster continuous improvement in all areas of policy development, operations and service delivery including annual review of Branch Service Level Agreements.
- Develop, implement and maintain key drivers / indicators relative to fleet services and strategically plan for asset acquisition, utilisation, lifecycle management and disposal.

### 5. People Management.

- Provide direction, empower, motivate and develop others in order to achieve business operations and organisational goals.
- Provide leadership and support for employees by fostering a Council culture that values people and encourages and supports safety and wellness, team work,

- innovation, openness, participation, quality relationships and excellence in customer service as well as effective, efficient and transparent operations.
- Provide strong leadership that inspires others to share ownership and contribute to Council's vision and goals with a focus on safety, performance, customer service and the building of workforce capability.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

### Abilities, skills

#### Mandatory:

- Highly capable in utilising Microsoft Office Suite.
- Substantial knowledge and understanding of legislation applicable to fleet practices and/or local government and council's strategic operations.
- Substantial experience in a Fleet or Asset Management roles.

#### Desirable:

- Demonstrated leadership ability in providing financial, human resources, safety, specialised technical and professional and/or administrative advice on policy matters within the department and across Council.
- Demonstrated excellent written, verbal and interpersonal skills, including delivering presentations to management, public forums and customers and drafting high quality technical and Council reports.
- Demonstrated knowledge and understanding of management systems and reporting with the ability to contribute to the strategic planning or the organisation.
- Experience in Financial Management systems in a medium to large organisation.
- A proven ability to manage projects within identified timeframes, budgetary and legislative provisions or guidelines.
- Highly developed understanding of both Engineering and Accounting Concepts related to Asset Management.

### QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

#### Mandatory:

- Minimum of Queensland C class provisional drivers license.
- Tertiary qualifications and/or post-graduate qualifications in a Technical field or related discipline and/or substantial relevant management experience in a related industry or local government.
- Certificate IV WHS (or equivalent) or willing to undertake within 12 months of commencement

#### Desirable:

### KEY SELECTION CRITERIA

1. Tertiary qualifications and/or substantial relevant management experience in a related industry or local government.

2. Extensive experience in leading staff in a rapidly changing environment.
3. Proven ability to coach and mentor staff to achieve agreed outcomes and standards.
4. A commitment to providing excellent customer service skills to internal and external stakeholders.
5. Demonstrated experience to initiate and oversee extensive works programs.

## CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety, Act 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

## ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Criminal history check.
- Qualification checks
- Reference checks.

## CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	4
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired	4

	outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	4
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	4
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	4
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	4
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	4
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	4

**A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.**

## GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.

3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said licence/qualification.

**Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.**

**Name**

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**Signature**

**Date**

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