

<b>Position Title</b>	Fleet and Driver Safety Officer
<b>Department</b>	City Assets
<b>Unit</b>	Fleet
<b>Team</b>	Fleet Management
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Fleet Management
<b>Grade Range</b>	H
<b>Date Prepared</b>	18/11/2024
<b>Date Last Updated</b>	6/05/2025

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed  
to **safety**



We work as  
one **team**



We act with  
**integrity**



We care about  
our **customers**



We **continuously**  
**improve**

## Primary purpose of position

This role manages projects and programs across various stakeholder groups in relation to Fleet and Driver safety. The role also supports the Coordinator and Manager of Fleet Operations in leading the Council's compliance activities, ensuring compliance with the Heavy Vehicle National Law (HVNL) and Chain of Responsibility (CoR) provisions, including the Council's CoR Management Plan (CoRMP). Key duties include overseeing fleet and driver safety functions, auditing, reporting and change management in relation to fleet and driver compliance, as well as supporting and educating staff on CoR functions.

## Accountabilities

- Leads Council's activities to ensure compliance with the Heavy Vehicle National Law (HVNL) and Chain of Responsibility (CoR) provisions, including the CoR Management Plan (CoRMP).
- Assist and report on key business projects and programs.
- Ensuring continuous improvement in line with CoRMP specifications and guidance.
- Develop and implement audit and reporting processes for fleet and driver compliance, ensuring the Council meets all reasonable fleet and driver safety measures.
- Support and educate various organisational areas on CoR functions to ensure compliance with legislation and the Council's CoRMP-related policies and procedures.
- Assist in developing policies, systems, and processes to achieve and maintain compliance with CoR legislative requirements.
- Coordinate driver induction and training programs to ensure the continual enhancement of a safe driving culture.
- Collect and analyse vehicle incident, nonconformance, and other data to develop initiatives that reduce risks to council staff, drivers, and the community.
- Coordinate investigations for all vehicle incidents and recommend necessary remedial actions.
- Coordinate risk assessments for the Council's fleet of vehicles, plant, and mechanical equipment.
- Undertake administrative duties aligned with the position.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	<b>Lead Self</b>	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	<b>Safety and Accountability</b>	Advanced
 Relationships	<b>Communicate and Engage</b>	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	<b>Influence and Negotiate</b>	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	<b>Innovate and Improve</b>	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	<b>Assets and Tools</b>	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Lead Self	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates motivation to serve the community and organisation</li> <li>• Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>• Seeks and accepts challenging assignments and other development opportunities</li> <li>• Seeks feedback broadly and asks others for help with own development areas</li> <li>• Translates negative feedback into an opportunity to improve</li> </ul>
<b>Personal Character</b>		
Safety and Accountability	Advanced	<ul style="list-style-type: none"> <li>• Is prepared to make decisions involving tough choices and weighing of risks</li> <li>• Addresses situations before they become crises and identifies measures to avoid</li> <li>• Takes responsibility for outcomes, including mistakes and failures</li> <li>• Coaches team members to take responsibility for addressing and resolving challenging</li> <li>• Oversees implementation of safe work practices and the management framework</li> </ul>
<b>Relationships</b>		
Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Builds a network of work contacts/relationships inside and outside the organisation</li> <li>• Approaches negotiations in the spirit of maintaining and strengthening relationships</li> <li>• Negotiates from an informed and credible position</li> <li>• Influences others with a fair and considered approach and sound arguments</li> <li>• Encourages others to share and debate ideas</li> </ul>
<b>Relationships</b>		

Communicate and Engage	Adept	<ul style="list-style-type: none"> <li>• Tailors content, pitch and style of communication to the needs and level of</li> <li>• Clearly explains complex concepts and technical information</li> <li>• Adjusts style and approach flexibly for different audiences</li> <li>• Actively listens and encourages others to provide input</li> <li>• Writes fluently and persuasively in a range of styles and formats</li> </ul>
<b>Results</b>		
Innovate and Improve	Advanced	<ul style="list-style-type: none"> <li>• Encourages independent thinking and new ideas from others</li> <li>• Draws on developments and trends in the industry and beyond to develop solutions</li> <li>• Supports experimentation and rapid prototyping to test and refine innovative solutions</li> <li>• Develops/champions innovative solutions with long standing, organisation-wide impact</li> <li>• Explores creative alternatives to improve management systems, processes and</li> <li>• Contributes own knowledge and experience to staff training and development sessions</li> </ul>
<b>Resources</b>		
Assets and Tools	Adept	<ul style="list-style-type: none"> <li>• Contributes quality information about council and community assets to asset registers</li> <li>• Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>• Is aware of asset management risks and actions to manage and mitigate these</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Qualification in WHS, Road Safety or equivalent experience
- Minimum class C driver licence

### Essential Experience

- Experience in implementing safety management processes and procedures.
- High level knowledge of WHS legislative framework, Chain of Responsibility Framework, current trends and industry best practice.
- Ability to interpret and apply legislation to meet business requirements.
- Proficient in auditing and reporting.
- Experience in fleet transport regulatory compliance or best practice quality control and reporting roles.
- Proficient in collecting and analysing data.

### Desirable Qualifications and or Experience

- HR Drivers licence
- Previous industry/trade related professional background
- Experience in fleet transport regulatory compliance or best practice quality control and reporting roles.
- Proven experience in driving culture change among drivers.
- Experience in driver training or fleet safety environments.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: HR Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>