

Position Title	Team Leader Procurement and Allocations
Department	City Assets
Unit	Fleet
Team	Fleet Management
Supervises	Fleet Administration Officer
Reports To	Manager Fleet
Grade	Grade H
Date Prepared	1/09/2025
Date Last Updated	17/10/2025

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

To lead and coordinate the acquisition and disposal of vehicles, plant and equipment to ensure Council's fleet is cost effective, reliable and fit for purpose. The position provides strategic advice to inform the long term asset management plan for Council's fleet assets.

Accountabilities

- Responsible for managing Council's acquisition and disposal program for all Heavy & Light vehicles, plant and mechanical equipment.
- Ensure that procurement systems and processes undertaken by the Fleet Unit comply with State Government and/or LG Procurement legislative requirements as well as relevant Council Policies, processes and delegations.
- Responsible for leading the specification tendering and evaluation of all Fleet supply contracts including service, parts and materials.
- Contribute to the development of Fleet's Capital and Operational budget and ongoing management including quarterly review requirements and reporting.
- Contribute to the development of the Fleet Units asset replacement program to optimise service delivery, maximise efficiencies, minimise downtime and ensure emerging technologies are appraised and considered.
- Responsible for ongoing management of vehicle accidents reporting and processing including arranging smash repairs and all necessary vehicle insurance obligations. Including the liaising with councils Insurance broker and external insurance companies to lodge the claims.
- Responsible for the management of onsite Fuel infrastructure meets all State and Federal statutory requirements including testing, downloads and ongoing compliance.
- Supervise the Fleet Procurement Officer including GDI, training programs and performance reviews.
- Contribute to the Fleet units project work and undertake assigned duties to further enhance Fleet software systems, policies and processes within Council to promote a continuous improvement environment.
- Undertake administrative duties that support the Fleet Unit operations.

- Undertake WHS Warden duties as required and which may be allocated on rotation with other Team Leaders.
- Other duties as requested by the Manager or Director.

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 – People Leader Profile 2

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

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
Resources		
Procurement and Contracts	Adept	• Prepares documents that clearly set out business requirements, deliverables and • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear • Takes appropriate actions to manage and mitigate procurement and contract management risks
Personal Character		
Act with Integrity	Advanced	• Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an • Promotes integrity, courage and professionalism inside and outside the • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Communicate and Engage	Advanced	• Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly

People Leadership

Manage and Develop People

Adept

- Seeks to understand the individual strengths, weaknesses, goals and concerns of team

* 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 Chief Executive Officer.

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

- Diploma of Local Government Procurement and Contracting or similar and/or equivalent experience
- C Class Drivers Licence

Essential Experience

- Extensive experience and knowledge of procurement systems and processes.
- Experience in tender preparation, evaluation and contracts
- Ability to work with a diverse range of clients and stakeholders and to promote continuous improvement initiatives.
- Demonstrated experience in project management
- Strong skills in use of Microsoft Office, SAP and Ausfleet Fleet Management software or similar
- Demonstrated experience in developing, monitoring and maintaining budgets.

Desirable Qualifications and or Experience

- Experience in Local Government Procurement
- Experience in procurement of fleet assets including vehicles, plant and equipment
- HC Drivers Licence
- IPWEA Certificate in Fleet Management

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐