

Position Title	Fleet Procurement Officer
Department	City Assets
Unit	Fleet
Team	Fleet Management
Supervises	
Reports To	Team Leader Fleet Procurement and Allocation
Grade	Grade F
Date Prepared	1/04/2018
Date Last Updated	5/09/2025

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 carry out procurement activities that support the acquisition and disposal of vehicles, plant and equipment to ensure Council's fleet is cost effective, reliable and fit for purpose.






Accountabilities

- Provide support to the procurement team in managing Council's acquisition and disposal program for all Heavy & Light vehicles, plant and mechanical equipment.
- Undertake procurement activities and projects in compliance with relevant legislation and Council Policies.
- Undertake Investigative research, specification preparation, quotation and tender for the acquisition and disposal of Council's heavy and light vehicles, heavy plant and mechanical equipment.
- Responsible for the engagement of the external hire of wet and dry plant and equipment ensuring best value and compliance with contractual obligations are adhered to.
- Maintain the Risk Assessment Register for council's fleet of vehicles, plant and equipment. Ensure that Workplace Health & Safety standards, Risk Assessments, driver induction and training are continuously addressed and maintained for existing fleets assets and through the procurement of new fleet assets.
- Liaise with stakeholders ensuring a customer focus to foster effective communication, collaboration, and best value outcomes for Council.
- Arrange demonstration and assessment, for new and potential new vehicles, plant and equipment. Ensure relevant stakeholders are engaged and Chain of Responsibility principles are considered for heavy fleet vehicles and plant.
- Assist in vehicles accident reporting and processing including arranging smash repairs and all necessary vehicle insurance obligations.
- Undertake other administrative duties that support the Fleet Unit operations.
- Other duties as requested by the Team Leader, or Manager.

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 – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 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
Resources		
Procurement and Contracts	Intermediate	<ul style="list-style-type: none"> • Helps others understand and comply with basic ordering, receipting and payment processes • Contributes to the identification of business requirements, deliverables and expectations of suppliers • Provides objective input to evaluation processes for proposals and tenders • Works with suppliers and contractors to ensure that goods and services meet time and quality requirements
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • 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	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input

		<ul style="list-style-type: none"> Writes fluently and persuasively in a range of styles and formats
People Leadership		
Manage and Develop People	N/A	<ul style="list-style-type: none"> n/a

* 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

- Certificate IV Local Government Procurement and Contracting or similar or equivalent experience
- C Class Drivers Licence

Essential Experience

- 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 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
- HR 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?	<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: C 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"/>