

Position Title	Manager Fleet
Department	City Assets
Unit	Fleet
Team	Fleet
Supervises	3
Reports To	Director City Assets
Grade	M1
Date Prepared	25/05/2021
Date Last Updated	4/06/2025

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

The Manager is responsible for directing, leading, and holding the Fleet Unit accountable. The Manager must ensure that Council's duties in fleet management are fulfilled within the constraints of both annual and long-term budgets. Collaboration with key stakeholders is necessary to align daily services with strategic intent, WHS, and legislative requirements. The Manager Fleet will provide continuous operational and strategic support to the Director to fulfill the Department's obligations.

Accountabilities

- Within the area of responsibility, this role is required to lead and implement:
- The ongoing development of a 10-year capital works program and refinement of Council's fleet management system for light/heavy fleet and plant/equipment through their respective life cycle.
- Engagement and consultation with stakeholders to identify their requirements to support organisational direction, strategies, actions and service levels.
- Align the operational duties and functions to the organisational strategic directions while enabling innovation, agility and responsiveness of the unit.
- Promote the culture and values of the organisation through decisions and behaviour.
- Oversee council's adherence to Heavy Vehicle National Law (HVNL) and Chain of Responsibility (CoR) obligations.






Key challenges:

- Lead the implementation of important changes and strategic initiatives across the organisation to achieve ownership and compliance.
- Develop and continuously improve service levels in line with customer expectations, available resources (people and budget) and industry best practices.
- Provide leadership and management of the unit, which includes a large number of assets and people located in three depots within the LGA.

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 – Manager

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

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
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Innovate and Improve	Advanced	<ul style="list-style-type: none"> • Encourages independent thinking and new ideas from others • Draws on developments and trends in the industry and beyond to develop solutions • Supports experimentation and rapid prototyping to test and refine innovative solutions • Develops/champions innovative solutions with long standing, organisation-wide impact • Explores creative alternatives to improve management systems, processes and practices • Contributes own knowledge and experience to staff training and development sessions
Resources		
Finance	Advanced	<ul style="list-style-type: none"> • Ensures the design/delivery of services is within budget • Explains the organisation's financial drivers to others in plain language • Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services

		<ul style="list-style-type: none"> • Models the highest standards of financial probity, demonstrating respect for public monies and other resources • Promotes the role of sound financial management and its impact on long term financial sustainability • Seeks and applies specialist financial advice to inform decisions
People Leadership		
Lead and Manage Change	Advanced	<ul style="list-style-type: none"> • Translates change initiatives into practical strategies, including the role of staff in implementing them • Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders • Develops appropriate approaches to involve staff and stakeholders at various stages of the project • Implements structured processes to manage structural, system, process and cultural barriers to change • Provides coaching and leadership in times of uncertainty and difficulty for staff
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 example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify

* 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

- Tertiary qualifications and/or minimum 10 years equivalent experience in Fleet Management.
- Current C Class Drivers' Licence

Essential Experience

- Demonstrated experience in leading and managing multi-disciplinary teams within Fleet industry involving light/heavy fleet and plant/equipment through their respective life cycle
- Demonstrated experience in the development of leadership at all levels and performance management of team members
- Demonstrated experience and knowledge across several functional areas within relevant field and collaboratively working with internal/external stakeholders
- Demonstrated experience in change management, continuous business improvement and digital transformation of processes/operations
- Demonstrated skills in developing business unit plans, 10 year capital works plans and strategies to deliver services within budget and agreed service levels aligned to industry best practice.
- Demonstrated experience in managing compliance requirements in relation to Heavy Vehicle National Law (HVNL) and Chain of Responsibility (CoR).

Desirable Qualifications and Experience

- Completion of IPWEA Fleet Management Certificate
- Experienced in applying IPWEA's Plant and Vehicle Management Manual.

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"/>