Role Description
Fleet Manager

Agency	Sydney Trains
Division/Branch/Unit	Major Works Division / Workspace Hub
Location	Clyde
Role Grade/Band	RC6
Kind of Employment	Permanent Full Time
Senior Executive Work Level Standards	Not Applicable
Role Number	51011605
ANZSCO Code	149913
PCAT Code	1538392
Job Code	83000663
Health Assessment Category - Safety	NON RAIL SAFETY WORKER
Vision	N/A - Cat 4 Only
Hearing	N/A - Cat 4 Only
Date of Approval	7th August 2019
Agency Website	www.sydneytrains.info

Agency overview

Sydney Trains provides train services throughout the Sydney metropolitan area and was established in July 2013. Its vision is to keep Sydney moving by putting the customer at the centre of everything it does and delivering safe, reliable and clean rail services to the people of Sydney. The organisation is focused on providing sustainable, efficient and cost effective services.

Primary purpose of the role

Ensure Sydney Trains light vehicle assets are utilised to meet the business needs and look for opportunities to build efficiencies for all Divisions light vehicles based at the HUB. This role is responsible for up to 500 vehicles with an annualized spend of approximately $13million

Key accountabilities

- Vehicle Management and Compliance
    - Ensure accurate and up to date recording of vehicle and custodian details
    - Schedule repairs or preventative maintenance (including servicing and cleaning), ensuring that the necessary numbers of light vehicles are available at all times.
    - Manage insurance claims as required
    - Disposal and acquisition of vehicles either through TSS or direct to light vehicle fleet provider

- o Manage infringements including identifying and liaising with driver and reporting manager as required
  - o Implement standard fleet procedures and security rules and ensure they are respected and correctly applied including vehicle inspections.
- Booking Management
  - o Manage the allocation of the Hub pool vehicles (up to 150 vehicles) and ensure continual governance of vehicle booking business rules
  - o Train staff on pool booking, GPS tracking and use of the vehicle (including driving, fuel cards, filling in any log sheets or other required information)
- Reporting and Optimisation
  - o Provide reporting to key stakeholders to ensure pool vehicles meet business requirements. Reporting should cover;
    - ▪ Utilization data and compliance to policy and procedures (including who, what, when, where, why and how vehicles are being used); and
    - ▪ Identify and implement opportunities for optimisation of light vehicles through disposal and acquisition based on utilisation data
    - ▪ Identify opportunities to match light vehicle fleet requirements (types of vehicles and characteristics) to utilization data
  - o Report fringe benefit tax through to TSS or other parties as directed
- Car Park Management
  - o Manage the Manchester Road, Truck and Main Building Car Parks to ensure compliance to the Car Parking Policy including access rules, overflow parking and any unauthorised usage
  - o Update Car Parking Policy as and when required to fit business needs
- Innovation Projects and Technical Expertise
  - o Support the wider Sydney Trains Business and be available as a subject matter expert for light vehicle fleet.
  - o Coordinate and manage light vehicle fleet innovations and projects including but not limited to; implementation of a pool booking system, vehicle tracking (GPS) technology and key management system. Prepare project summary plans, delivery scope, timeframes, budget, stakeholder expectations and manage risks relating to project development and completion

Key challenges

- Supporting transformational change given the range of internal and external stakeholders, the potential resistance to change and the need for both structural and cultural change
- Streamlining processes to enable efficiencies and removal of duplication of workload
- Balancing daily demands from internal and external customers' requests whilst delivering an efficient and effective level of light vehicle fleet support services

Key relationships

Who	Why
Internal	
Workspace Manager	• For direction and scope of work
Workspace Unit	• Assistance with car park management
Finance	• Cost analysis and allocation of vehicle costs

Who	Why
External	
External Fleet Provider	• Vehicle support services such as fuel card management and servicing centres
Transport Shared Services – Fleet Division	• Vehicle details, disposal / acquisition

Role dimensions

Decision making

The position is fully accountable for the formulation of advice and coordination across all operational objectives.

Independent decision making requirements of the position include:

- Quality decisions on own work
- Reconciliations and minor modifications to others' documents and data
- Resolution of non-routine inquiries, with referral for more complex matters
- Correction of routine or standard documents
- Purchases with Purchase Card where delegated

Reporting line

Workspace Manager

Direct reports

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Budget/Expenditure

As per the financial delegation

Essential requirements

1. Experience with commercial fleet (light vehicles) management systems, processes and procedures and /or managing shared resources in a complex environment

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

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

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	Adept
Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	**Advanced**
	Project Management	Intermediate
People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	**Adept**
	Manage Reform and Change	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Advanced	• Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• diverse audiences
		• Create opportunities for others to contribute to discussion and debate
		• Actively listen and encourage others to contribute inputs
		• Adjust style and approach to optimise outcomes
		• Write fluently and persuasively in a range of styles and formats
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Procurement and Contract Management	Advanced	• Ensure that government and organisational policy in relation to procurement and contract management is implemented • Monitor procurement and contract management risks and ensure that this informs contract development, management and procurement decisions • Take responsibility for procurement and contract management activities and decisions by applying the guidelines and procedures • Promote the principles of risk management as applied to procurement projects, to identify and mitigate risk • Implement effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes • Represent the organisation in the resolution of complex/sensitive disputes with providers, suppliers and contractors
People Management Optimise Business Outcomes	Adept	• Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives • Allocate resources to ensure achievement of business outcomes and contribute to wider workforce planning • Ensure that team members base their decisions on a sound understanding of business principles applied in a public sector context • Monitor performance against standards and take timely corrective actions • Keep others informed about progress and performance outcomes

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