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| --- | --- |
| **Cluster** | **Transport and Infrastructure** |
| **Agency** | Sydney Trains |
| **Directorate/Division/Business Unit** | Engineering & Maintenance/Commercial & Supply Chain/Commercial Major Works |
| **Location** | Burwood  |
| **Role Grade or Band** | RC 04 |
| **Kind of Employment** | Fixed Term Full Time |
| **Role Number** | 50060147 |
| **ANZSCO Code** | 2339999 |
| **PCAT Code** | 1119192 |
| **Job Code** | SYDT Other Professional Officer |
| **Health Assessment Category - Safety**  | Category 4 |
| **Vision** | Normal |
| **Hearing** | N/A - Cat 4 Only |
| **Date of Approval** | July 2013 |
| **Agency Website** | www.sydneytrains.nsw.gov.au |

Agency overview

Sydney Trains has c10000 staff 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

The Specialised Fleet Officer is responsible for monitoring and ensuring that vehicles, equipment, accessories and attachments, required to meet business needs, comply with Australian Standards and that they meet required service and maintenance schedules. The position ensures the maximum levels of availability of the fleet so as to allow for production efficiencies and cost effectiveness. It monitors the performance of specialised vehicles, including investigation of any incidents and conducts physical inspection of vehicles. Further the position operates in accordance with fleet and asset management procedures, standards and TSS policy and procedures.

# Key accountabilities

* Work cooperatively within a team, exchange information and assist other team members to achieve team objectives and work outcomes.
* Ensure service and maintenance schedules are in place to meet business requirements of the fleet's special vehicles.
* Liaise with Business Units, Fleet and Lease Providers and Project Managers to resolve specific issues relating to motor vehicles
* Execute safety responsibilities, authorities and accountabilities consistent with Sydney Trains safety management system requirements which are defined in SMS document number SMS-02-RG-3058
* Manage the risk of non-compliance of the special vehicle fleet i.e. road rail vehicles and cranes as per the relevant Australian Standards
* Monitor the general performance of vehicles to ensure they are safe and fit for-purpose
* Provide assistance in preparing specifications and documentation for special requirements and conduct inspections of vehicles prior to delivery to ensure they meet specifications

Key challenges

* Maintaining and managing relationships and communications with a range of key stakeholders, often with conflicting priorities
* Ensuring that fleet assets are fully optimized to enable maximum return on investment
* Establishing and maintaining systems to collect information and provide accurate and timely reports regarding the status of specialised vehicle assets

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager | * To report, escalate and get guidance and directions.
 |
| Vehicle Coordinators, Level 5 and Level 4 Managers | * Vehicle management including infringement, servicing, registration, compliance, acquisition and disposal.
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| **External** |  |
| Toyota Fleet Management, SG Fleet, Intellitrac & Others | * To order vehicles, maintain the Fleet and provide reporting to the internal stakeholders
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# Role dimensions

## Decision making

As per delegation for the role

## Reporting line

The role reports to the Heavy Motor Vehicle Fleet Manager

## Direct reports

The currently has no direct reports.

## Budget/Expenditure

$0m

Essential requirements

1. Current HR drivers license including a heavy vehicle license
2. Experience in coordinating, planning, administering and organizing a project or activity that involves getting buy in from multiple stakeholders
3. Analytical, problem solving skills with the ability to exercise initiative and judgement

# 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](http://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** |
|  | Display Resilience and Courage | Intermediate |
| **Act with Integrity** | **Adept** |
| **Manage Self** | **Intermediate** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Intermediate** |
| Commit to Customer Service | Adept |
| **Work Collaboratively** | **Intermediate** |
| Influence and Negotiate | Foundational |
|  | Deliver Results | Foundational |
| **Plan and Prioritise** | **Intermediate** |
| Think and Solve Problems | Intermediate |
| Demonstrate Accountability | Intermediate |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Foundational |
| **Project Management** | **Intermediate** |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioral 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**Act with Integrity | Adept | Represent the organisation in an honest, ethical and professional way and encourage others to do soDemonstrate professionalism to support a culture of integrity within the team/unitSet an example for others to follow and identify and explain ethical issuesEnsure that others understand the legislation and policy framework within which they operateAct to prevent and report misconduct, illegal and inappropriate behaviour |
| **Personal Attributes**Manage Self | Intermediate | Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult |
| **Relationships**Communicate Effectively | Intermediate | Focus on key points and speak in ‘Plain English’ Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others’ non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly |
| **Relationships**Work Collaboratively | Intermediate | Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations |
| **Results**Plan and Prioritise | Intermediate | * Understand the team/unit objectives and align operational activities accordingly
* Initiate, and develop team goals and plans and use feedback to inform future planning
* Respond proactively to changing circumstances and adjust plans and schedules when necessary
* Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals
* Accommodate and respond with initiative to changing priorities and operating environments
 |
| **Business Enablers**Project Management | Adept | * Perform basic research and analysis which others will use to inform project directions
* Understand project goals, steps to be undertaken and expected outcomes
* Prepare accurate documentation to support cost or resource estimates
* Participate and contribute to reviews of progress, outcomes and future improvements
* Identify and escalate any possible variance from project plans
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