

ROLE DESCRIPTION

Fleet Compliance Manager

Cluster	Justice		
Division/Branch/Unit	Corrective Services NSW (CSNSW) / Offender Management and Programs / Corrective Services Industries (CSI)		
Location	John Morony Correctional Complex, Berkshire Park NSW		
Classification/Grade/Band	Clerk 7/8		
ANZSCO Code	149411		
Role Number	TBA		
PCAT Code	1119192		
Date of Approval	4 April 2019	Ref:	CS0252
Agency Website	www.justice.nsw.gov.au		

Primary purpose of the role

Manage the statewide Corrective Services Industries (CSI) motor vehicle fleet including Heavy Vehicles in accordance with the National Heavy Vehicle Law (NHVL) and the Road Transport Laws; enforced by the Roads and Maritime Services (RMS), National Heavy Vehicle Regulator and in adherence to Justice Policy and to ensure compliance of all Fleet vehicles to CSI specifications, Australian Design Rules, legislation governing Heavy Vehicles, Chain of Responsibility and WH&S.

Key accountabilities

- Monitor and maintain compliance reporting systems and liaise with stakeholders to ensure compliance in relation to legislation, procedures, delegations, and reporting requirements.
- Develop and maintain a range of collaborative networks across the Department and external agencies, including the provision of strategic advice to the Operations Manager Logistics on fleet and Heavy Vehicle compliance.
- Oversee CSI's compliance framework for administering the legislation, policy, and procedure relating to the management of the CSI Fleet Safety Management System.
- Monitor, review and report on administrative processes and systems and make recommendations to improve efficiency, cost management, safety, and service delivery.
- Develop and undertake a variety of fleet related maintenance, procurement and contract management activities.
- Liaise with a range of stakeholders including consultants, contractors; staff engaged in Heavy Vehicle and logistics services to deliver effective compliant fleet services.
- Understand guidelines, regulations and policy relating to Fleet and Heavy Vehicle Legislation.

Key challenges

- Managing the state-wide compliance for CSI fleet and Heavy Vehicles to ensure the effective outcomes and objectives of CSI and Justice.

- Managing competing deadlines and high volume fleet and compliance matters to ensure delivery of allocated work within tight timeframes.
- Developing an effective network of both internal and external stakeholders.

Key relationships

Who	Why
Internal	
Operations Manager Logistics	Provide expert advice on compliance matters so that briefing, submission and reporting requests and requirements can be addressed effectively and efficiently.
Other Staff within the immediate unit or organisation	Provide and receive information and advice relating to compliance.
External	
Stakeholders, other agencies, Third Party Logistics Companies, Consultants and governing agencies.	Develop and maintain a range of collaborative networks including; <ul style="list-style-type: none"> - SG Fleet contract manager for the maintenance, registration, FBT, vehicle accountability, leasing and service coordination. - Vehicle dealers, vehicle body builders, contractors, - Roads and Maritime Services and National Heavy Vehicle Regulator relating to compliance and enforcement matters. - Consultations, negotiations and partnership arrangements.
Inmates (of all classifications, physical and intellectual disabilities and differing skill levels)	Supervision, coaching, training and instructing.

Role dimensions

Decision making

The position has autonomy in coordinating and managing their work. The Fleet Compliance Manager makes decision on matters under their direct control. The Fleet Compliance Manager will need to negotiate tasks and deadlines with senior managers.

The role oversees CSI's fleet compliance framework and makes recommendations on processes and systems to improve efficiency, cost management, safety, and service delivery.

The role refers more complex compliance fleet and Heavy Vehicles matters to the Operations Manager Logistics.

Reporting line

Operations Manager

Direct reports

NIL

Budget/Expenditure

Nil.

Essential requirements





- Relevant qualifications and equivalent fleet experience.
- Current's Driver Licence and Heavy Vehicle Licence with ability and willingness to drive and travel anywhere within NSW.

Capabilities for the role


The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at <http://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework>

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	Foundational
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Business Outcomes	N/A
	Manage Reform and Change	N/A

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 Act with Integrity	Intermediate	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way Support a culture of integrity and professionalism Understand and follow legislation, rules, policies, guidelines and codes of conduct Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct Recognise and report misconduct, illegal or inappropriate behaviour Report and manage apparent conflicts of interest
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> 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	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Connect and collaborate with relevant stakeholders within the community • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Business Enablers Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> • Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management • Conduct delegates purchasing activities, complying with prescribed guidelines and procedures • Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • 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