

CITY OF WANNEROO POSITION DESCRIPTION – TEAM MEMBER

POSITION TITLE: Manager Fleet Services	DIRECTORATE: Assets	DATE: October 2024
REPORTS TO: Director Assets	SERVICE UNIT: Fleet Services	LEVEL:
POSITION NUMBER: TBC	SUB UNIT:	ROLE FOCUS: Advice
ROLE BALANCE: (People/Scheduling/Technical) 50/25/25	JOB FAMILY:	ANZSCO CODE:

ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Assets Directorate** is responsible for ensuring the City's assets are strategically planned, built and managed to a high standard. This includes ensuring the effective and efficient deployment of resources to maximise the benefits to the community. These benefits may be gained from major infrastructure projects like roads and buildings, and also community enhancing infrastructure like parks and coastal environments.

POSITION CONTEXT

Leads and manages the Service Unit by applying managerial proficiencies to design and implement business plans and/or corporate systems to meet business objectives relating to Fleet Management, Maintenance and Stores. Enable the sustainable growth and alignment of the Service Unit's activities with the City's Vision within a rolling 1–2-year timeframe.

Work collaboratively in the creation and maintenance of robust, systematic ways of doing things that simplify, reduce re-work and provide consistency, quality and safety in the performance and achievement of outcomes.

Proactively monitors the political environment and industry trends and subsequently lead development of Council Reports and present proposed strategy.

Leads and develops a positive, adaptive and forward-thinking culture, and demonstrates Leadership capability that will attract and retain productive and engaged team members within the Service Unit.

Acts decisively and confidently in a complex environment of ambiguity and multiple stakeholders.

FUNCTIONAL ACCOUNTABILITY

Lead a team responsible for the fleet procurement and management portfolio, in accordance with contemporary strategic asset acquisition and management principles and the City's Procurement and Asset Management Strategy, Policy and Procedures.

This role procures, manages, maintains and disposes of Fleet and Plant commensurate with legislative and statutory requirements to safely and efficiently meet the operational requirements of the respective service units and to effectively manage the whole of life of fleet assets.

KEY ACCOUNTABILITIES

KEY RESULTS AREAS	OUTCOMES
Provide Leadership	<ul style="list-style-type: none"> • A positive and productive culture where employees are engaged and accountable for their work, achieving on key deliverables. • Service Unit team member roles and accountabilities are clearly established to enable direct reports to meet objectives and manager the flow of work across the team. • Common objectives and a shared mindset consistent with the City’s vision and values. • Clear, specific objectives, project deliverables and outcomes required of the Service Unit are identified, clearly communicated, and achieved on an annual basis. • Fair and consistent treatment of direct reports and team members at one level removed. • Service Unit capacity and capability are developed to ensure adequate preparation of the workforce to meet current and future demands. • Service unit safety targets are achieved and continual improvement opportunities for the ongoing development of a safe culture within the Service Unit are actively pursued.
Think Strategically & Manage Change	<ul style="list-style-type: none"> • Internal functions of the Service Unit are effectively managed, reviewed and continuously improved to meet identified objectives. • Consultative change management practices are applied to guide the Service Unit through essential change to meet the City’s long term strategic plan objectives. • Expert strategic advice and recommendations is provided Directors, CEO and Council regarding fleet management. • Effective corporate policies, procedures, processes, and efficient delivery of services are developed, maintained, and reviewed as it relates to the scope relevant for the Service Unit. • Improvement and innovation in the delivery of services and implementation of new ideas is effectively led within relevant City Frameworks.
Engage Stakeholders	<ul style="list-style-type: none"> • Short and long-term Service Unit objectives are met through regular collaboration with internal and key external stakeholders. • Effective and timely communication is maintained internally within the City, and externally between the City, the local community, and with key strategic stakeholders. • Effectively manages relationships between the Service Unit and the Executive and Elected Members. • Well researched, timely and accurate reports; communications; and corporate documents are developed and maintained for diverse audiences, including Council. • Technical capability within the Service Unit is utilised effectively to provide technical expertise for high level strategic and expert advice in respect to fleet planning, management, maintenance, and systems.
Efficient & Effective Delivery	<ul style="list-style-type: none"> • A culture of excellence in service delivery is evident through the conduct and performance of Service Unit team members’ high standard of output. • The Service Unit’s overall achievement of set objectives is consistently attained.

- Development of effective systems, which facilitate confident and accountable decision making across the organisation and by Council in respect of fleet management.
 - Contemporary industry research and technical advice and guidance is applied, assisting with the setting, and achieving strategic objectives as it relates to fleet management.
 - New technologies are identified and implemented, in accordance with corporate processes, to realise efficiencies and innovation in work practices.
- Manage Resources,
Governance,
Compliance & Risk
- Service Unit work processes, including setting tasks and priorities, managing workflow, and allocating resources, is managed efficiently and effectively.
 - Allocated budgets are effectively managed, demonstrating cost effectiveness and efficiency in the use of rate payer's money in the pursuit of organisational goals.
 - Adequate controls are in place to manage governance, compliance, and risk across the Service Unit, as measured through the City's corporate risk framework.

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- University degree in relevant discipline such as Business, Management, Safety, Logistics or related field is required or a demonstrated high level of experience in applying contemporary fleet/asset management practices.
- Significant experience in a senior leadership role within a similar position, including experience leading a complex Service Unit.
- Proven track record implementing a strategic approach to fleet asset management.
- Advanced business commercial acumen.
- Proven experience leading significant change within a complex Service Unit.
- Proven strategic planning skills including the ability to develop action plans with objectives and strategies that respond to current and future needs.
- C class Drivers License.

Skills and Knowledge:

- Highly skilled in resource management including workforce planning, development, and management; financial planning and budget management; most effective utilisation of limited resources; and developing business strategy.
- Highly skilled in developing and maintaining a positive and productive culture.
- Highly skilled in managing individual performance.
- Advanced communication skills including advocacy, written, verbal, and public speaking.
- Proven track record achieving business goals and strategy and creating a shared culture of commitment for the team and key stakeholders.
- Advanced problem solving and decision-making ability, including confidence in working with leaders to resolve high priority, and often sensitive and complex issues and conflict.

Key Stakeholder Relationships:

- Provide advice and support to the Director Assets to assist them in carrying out their role.
- Provide advice to the Director Assets on the status and function of the Service Unit and ensure all processes are administered in accordance with the legislation and agreed policies, procedures, processes, service level agreements or legal instruments.
- Provide support and guidance to the Service Unit to sustain a team capable of producing the required outputs and adding value to the Directorate.
- Consult and engage with relevant internal and external stakeholders where appropriate to gain insight to community needs and feedback on the Service Unit's service delivery.
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Role Authorities:

- Manages the Fleet Services Service Unit within the Assets Directorate; including the accountability of the management of the systems, processes, resources, governance and financial management of the assigned Service Unit.
- Local Government Act Regulations and Act delegations specific to the role.

- Required to exercise responsibility and use a high level of initiative and judgement in problems solving and technical support at a Managerial level.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

Leader Name:

Harminder Singh



Signature

Date

24.10.2024

Next Up Leader Name

Bill Parker

12.11.2024

Bill Parker

Signature

Date