



Southern Grampians
SHIRE COUNCIL

Private and Confidential

Fleet Management Coordinator

About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

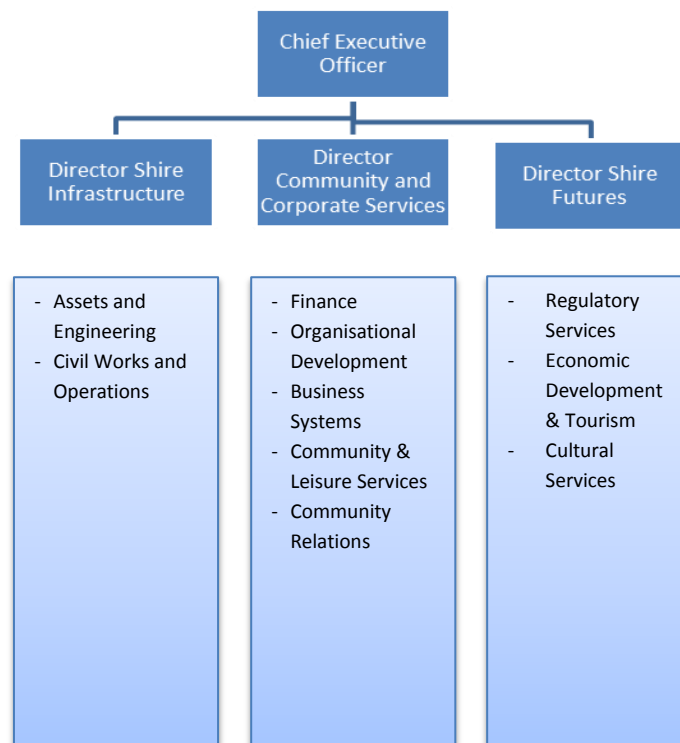
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Branxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Penshurst and Tarrington. Seven elected members, including the Mayor represent the community of Southern Grampians. For further information visit www.visitgreaterhamilton.com.au
Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



Our Values

Innovative

We will be open to new ideas, will welcome creativity and embrace change.

Collaborative

Together we will work smarter to achieve agreed common goals

Respectful

We will be caring, accept differences and value diversity

Trusting

Will be open, honest and brave

Empowering

We will provide opportunities, and deliver and inspire success

INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- Follow instructions in the Candidate Briefing Pack.
- Provide a covering or application letter.
- Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

SUBMITTING YOUR APPLICATION

Your application can be submitted via email to jobs@sthgrampians.vic.gov.au

or via post to:

Manager Organisational Development
'Private and Confidential'
Locked Bag 685
Hamilton 3300

Applications must be addressed to the above email address, applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

AFTER INTERVIEW

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

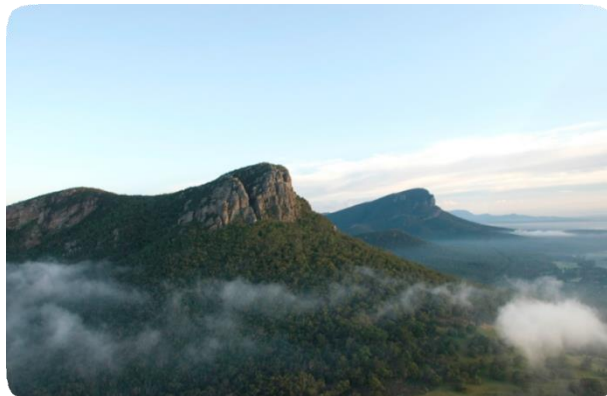
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

CONFIDENTIALITY *(Each panel member to sign this section.)*

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

As a member of the selection panel for

_____,
(name of position)

I understand and agree to abide by the confidentiality requirements of this selection process.

Name: _____ Signature: _____ Date: _____
(please print)

DECLARATION OF INTEREST *(to be completed if applicable)*

Panel members are also reminded that the Recruitment, Selection and Appointment Standard requires selection methods and their application to be free from bias, patronage and nepotism.

Each panel member is required to declare if he or she has any family, marital or personal relationship with any of the applicants in this selection process that may compromise the panel member's ability to undertake this role.

DECLARATION

Name of Panel Member: _____
(please print name)

Nature of Declared Interest: _____

Signature: _____ Date: _____

The above matter has been discussed with me (_____)
as panel convenor and the following determination made:

Position Details

Title:	Fleet Management Coordinator
Classification:	Band 6
Position Number:	033
Business Unit:	Infrastructure
Reports to:	Manager Works
Supervisors:	Mechanics Team

Position Summary

This position is responsible for the overall management of Council passenger and construction fleet and work shop, this includes the management of three mechanics.

Key Objectives:

- Effective and efficient financial and operational management of Council's passenger and construction fleet utilising demonstrated savings to fund the costs of the Fleet Management Project Officer;
- Effective and efficient management of Council's workshop;
- Co-ordination of Council's Fleet and Plant Replacement Program;
- Monitoring for effective utilisation of Council's fleet;
- Participate in the Rural Council's Victoria Regional Collaboration Fleet Management program by providing general input and fleet expertise that will assist with key findings and recommendations and in turn develop a process for them to be implemented once adopted by council.;
- Key Responsibilities
- Fleet & Plant Replacement
- Provide input into annual fleet replacement program;
- Coordinate Council plant replacement program in line with budgetary requirements;
- Prepare maintenance, hire ,operational and replacement budgets;

- Implement Council's annual fleet & plant replacement program including development of specifications, managing the tendering process in conjunction with work groups, operators and officers and overseeing delivery and responsible for fuel cards, RACV renewals and fleet procedural requirements;
- Develop a rapport with suppliers, contractors and disposal companies to achieve the most efficient outcomes for Council;

- Liaise and involve Council operators with regard to fleet & plant selection;
- Provide progress information and completion reports to Management as required;
- Prepare Business Cases and Tenders where required;
- Coordinate sale of excess fleet items including cancellation of registration and insurance.

Fleet & Plant Management

- Provide Leadership, Management and direction for Council's team of mechanics including computerisation of maintenance records;
- Co-ordinate of the Fleet Management and Maintenance staff, resources and budget and provide quarterly reports showing financial savings through enhanced purchasing practices and operational efficiencies;
- To oversee the maintenance of the fleet seeking out improvements to maintenance systems and implementing work practices aimed at providing efficient and timely services to the business units;
- Monitor operational and depreciation costs and plant utilisation to accurately determine equipment charge out rates;
- Ensure corporate software is utilised to and analysed for fleet management;
- Develop monitoring methodologies to ensure best utilisation of plant;
- Optimise and collate plant hire rates following detailed analysis of utilisation rates, operating costs and whole of life costs;
- Ensure all fleet items owned, hired or leased by Council are fit for purpose;
- Undertake regular inspections of plant to ensure compliance with maintenance requirements, and quality standards;
- Analysing, interpreting and reporting on data trends and make recommendations for cost effective improvements;
- Developing and implementing procedures to purchase new replacement items of plant in accordance with Council's purchasing procedures;
- Monitor the utilisation of Council's fleet and provide a monthly report and recommendation to Manager Engineering & Projects;
- Coordinate all fleet and plant insurance and participate in investigations of plant related incidents;
- Coordinate plant risk assessment program for all Council fleet and plant in conjunction with Council Risk Management Officer;
- Coordinate annual registration of vehicles and make necessary arrangements for vehicle purchases and disposals;
- Investigate installation of GPS system in fleet management.

Fleet & Plant Strategy

- Provide innovative approaches to further enhance the fleet;
- Undertaking appropriate industry research to ensure efficient fleet operations;
- Develop and implement a fleet replacement program linking industry practices, works planning and Council's objectives linking works planning and councils plans whilst investigating industry practices;
- Monitor operational and industry trends and provide advice and actions to ensure fleet & plant operations are viable and effective to ensure utilisation is maximised;
- Develop and implement processes to ensure operational costs are effectively monitored and reported upon;
- Develop and maintain systems to calculate the economic life of Council's fleet;
- Bench marking the economic life and utilisation rates of Council's fleet with other Councils and similar service providers;
- Develop strategies for future fleet & plant replacement to be incorporated into Council's Long Term Financial Plan;
- Explore resource sharing opportunities with neighbouring councils with a view to improving efficiencies in resource allocation and utilisation;
- Examine the required number and type of plant items required to carry out Council commitments;
- Ensure vehicle purchases and operational use is arranged with a view of minimising fringe benefits tax.

Key Performance Indicators

- Adopted annual replacement program is completed;
- Quality and timeliness of data recording;
- Timeliness in the carrying out of maintenance and servicing;
- Participation in the Continuous Improvement Framework process;
- Compliance with all Council policies and procedures;
- Utilisation of plant reaches required targets which are based on whole of life costs for plant category and plant hire rates resulting in plant categories achieving a breakeven net result.

Extent of Authority

- Ensuring all stakeholders of a plant item have input into the plant selection process;
- Preparing each year's plant charge out rates (Internal and Private use) in consultation with Finance Department;
- Preparing each year's plant replacement program as part of that year's budget preparation process along with the ten year replacement program in accordance with Council's Long Term Financial Plan;

- Ensuring all activities under the incumbent's control is carried out in a safe and professional manner;
- Management and Leadership of mechanical staff to ensure fleet optimisation;
- Purchase materials for the purposes of effecting repairs and making minor enhancements to items of plant;
- Hire items of plant where it can be demonstrated that a genuine need exists and budget funds are available to cover the cost of the hire and any maintenance and running costs;
- Commit to and adhere with Council's Child Safe Requirements.

Judgement and Decision Making

- The analysis of tenders and quotes for plant replacement within the confines of the Procurement Policy;
- Resolving problems, providing advice and making commitments using methods, technologies, processes or equipment from a range of agreed alternatives;
- Ability to develop strategic objectives or solve problems by applying known techniques to new situations all within the current resource provision;
- Showing initiative, creativity and/or originality whilst always remaining inside the boundaries of the Council's Policies and Codes;
- Prioritising own tasks.

Specialist Skills and Knowledge

- The position is expected to have the following skills & knowledge:
- Understanding of principles associated with fleet life cycle costing's;
- A sound understanding of fleet management/maintenance principles;
- Demonstrated experience in analysing and managing fleet performance;
- Demonstrated experience in fleet purchasing;
- Competency and understanding of quality procedures and processes;
- A sound understanding of the organisation's expectations of the services and how these compare with the actual service standards being delivered;
- Familiarity with budgeting techniques;
- Proficiency in preparation of contract documents, tender procedures and contract management;
- Knowledge of the operational capability of the plant and equipment used by the Council;
- An sound understanding of fringe benefits tax relating to vehicles;
- Knowledge of the legislation, regulations, codes standards that apply to plant;

- An understanding of and an ability to implement Occupational Health and Safety regulations and codes of practice in conjunction with Council's Risk Management Officer;
- Good knowledge of market trends within the fleet industry;
- Commitment to Customer Service and Operational efficiency;
- Sound knowledge of computers and computer software used by the Council including:
 - Microsoft Office suite;
 - Fleet Management software;
 - Asset management software;
 - Financial management software;
 - Records management software.
- An understanding of the long-term goals of the Works Unit and the relevant policies of both the Works Unit and the broader organisation;

Management Skills

- Ability to guide, support and foster an effective team;
- Skills in managing time, setting priorities, planning and organising one's own work to maximise output and minimise cost, and to achieve specific and set objectives within the resources available and within a set timetable;
- Ability to analyse and make informed decisions on a day to day basis;
- Competency in assessing and evaluating work practices;
- Ability to meet program time constraints;
- The ability to develop and manage quotations and tenders within the plant replacement program in conjunction with Council Contract/Procurement Officer;
- The ability to manage leases/contracts.
- Ability to provide leadership/on the job training, and to resolve problems using team skills;
- Ability to supervise contractors and team members in undertaking plant assessments and inductions;
- Will comply with systems and policies to ensure a safe work environment by:
- Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act;
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare;
- Contribute to OHS consultation processes;
- Prompt reporting of hazards and incidents.

Inter-personal skills

- Ability to lead, motivate and develop other staff in a supportive manner;
- Well -developed problem solving, analytical & report writing skills;
- Well-developed communication skills, including ability to liaise, persuade, counsel and negotiate at all levels, including Management, Customers, Suppliers, Contractors and staff;
- Ability to work alone or as part of a team;
- Provide assistance to others in a cooperative manner including conflict resolution skills;
- Ability to gain cooperation and assistance from equipment users, colleagues, other authorities, contractors and consultants, as required;
- High level of self-motivation, initiative and willingness to pursue self-improvement;
- Ability to liaise with counterparts in other organisations to discuss specialist matters.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Key Selection Criteria

The employee will demonstrate the following:

- Knowledge of Asset Systems, Fuel Management Systems and ordering procedures;
- Experience in supervising contracts;
- Computer skills including the Microsoft Office suite and Fleet Management software;
- Familiarity with local government procurement practices;
- Experience in negotiations;
- Several years' experience in the management of plant and fleet in the local government sector;
- Extensive experience in the co-ordination and management of fleet within the government sector;
- The development of fleet specifications;
- Demonstrated understanding of fleet management/maintenance principles;
- Experience in performance and budget monitoring;
- Fleet and Plant management knowledge and experience;
- Contract management experience relating to fleet;
- Experience in establishing effective working relationships with senior management, team leaders and staff at all levels;
- Communication skills and the ability to work in a team;
- Demonstrated Degree or Diploma with some relevant experience or lesser formal qualifications and substantial
- Relevant experience in similar role;
- Current Victorian Driver Licence;
- May require Working with Children Check.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____
