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| **Title:** | Fleet Manager |
| **Position number:** | 8415 |
| **Classification:** | Level 4 Zone A |
| **Group:**  **Branch:** | Infrastructure Services Group  Infrastructure Reliability and Performance |
| **Reports to:** | Team Leader – Supply Chain & Logistics |

# Position overview

The Fleet Manager role is part of the Infrastructure Reliability & Performance Branch within the Infrastructure Services Group. The Branch is committed to driving operational excellence and sustainable outcomes through continuous asset health management, Supply Chain Management, Fleet and Facility Management and Process Optimisation.

**This role has primary responsibility for the Fleet Team, managing the business fleet and mobile plant and evaluating industry insights to solve business challenges and explore new opportunities. This role requires strong research, engagement skills and systems thinking. Value will be added by challenging assumptions, carrying out in-depth analysis and providing technical advice.**

Icon Water Limited (Icon Water) is an unlisted public company that is wholly owned by the ACT Government. Icon Water:

* manages over $2b of water and wastewater assets with $300m annual revenue;
* holds a 50% interest in ActewAGL Distribution which owns over $1.4b of electricity and gas distributions networks; and
* holds a 50% interest in ActewAGL Retail which holds a majority market share in the ACT electricity and gas retail market with a turnover of over $600 million.

Icon Water’s voting shareholders are the Chief Minister of the ACT and the Minister for the Environment and Heritage. Icon Water has corporate reporting and compliance obligations under *the Territory-owned Corporations Act 1990* and Corporations Law.

In addition to legislation relating to all management roles, you are responsible for specific outcomes required by legislation governing the supply of water and sewerage services including the *Utilities Act 2000*, *Water Resources Act 2007*, *Environment Protection Act 1997*, *Water and Sewerage Act 2000* and the *Public Health Act* 1997.

Your duty to your employer includes an obligation to carry out your work in a way that does not put Icon Water in breach of any legislative or regulatory obligations. Icon Water will have responsibility to provide suitable training and to make you aware of the legal obligations relevant to your work.

Under Icon Water’s Integrated Management System, you are required to participate fully in, and lead for your own area of responsibility, all aspects of health, safety and environmental management, including risk assessment, hazard identification and control and incident reporting.

# Group overview

The **Infrastructure Services Group** are responsible for the safe and effective ongoing operation and maintenance of the water and sewerage network providing services to Canberra and the ACT region. The Group is structured in a way to provide end to end water and sewer asset solutions. The Group is responsible for asset and growth strategy, portfolio, program and project development and planning, network and plant operations and maintenance, water and sewer capital works delivery, water and sewer asset reliability and performance, and technical engineering and standards development and maintenance.

# Key responsibilities

* Coordinate fleet management activities across Icon Water in accordance with Icon Water standards and ACT regulations, ensuring provision of safe, reliable and cost-effective services.
* Negotiate with suppliers for vehicle procurement, leasing, fuel, parts, and services to ensure value for money.
* Develop long-term fleet strategies to align with sustainability goals, such as transitioning to electric or alternative fuel vehicles.
* Effectively coordinate and manage all fleet management contracts to maintain functionality, safety and compliance and in accordance with budget.

Develop Fleet & Mobile Plant Asset Management Plans to determine objectives, service levels, asset condition, projects, expenditure and renewals requirements.

* Evaluate and implement technologies, such as GPS tracking or fleet management software, to improve efficiency.
* Develop a fleet KPI dashboard which provides key information to senior management to understand performance levels and key insights to prioritise risk and budget decisions.
* Develop a framework for fleet management within Icon Water that establishes guidelines to determine the most appropriate fleet solution/configuration and enables optimisation of the size and composition of the fleet to meet Icon Water’s business requirements.
* Forecast fleet requirements based on organisational needs, operational demands, and market trends and development of rolling 5-year replacement schedules for input into the Icon Water opex and capex budget processes for fleet and mobile plant.
* Analyse expenses and identify opportunities for cost savings.
* Analyse fleet usage data to make informed decisions about vehicle allocation, acquisition, or disposal.
* Proactively engage, collaborate and manage relationships with key internal and external stakeholders, driving win-win outcomes and resolving any tension points in a timely manner.
* Champion continuous improvement, proactively seeking new ways of working and improvements to business processes.
* Model Icon Water’s core values of care, connection, community, courage and branch strategy to foster a safe, high-performing, cohesive and customer-centric culture.
* Provide advice in all aspects of fleet functions and be a key contact/ point of reference for other parts of the business.
* Prepare high quality technical and other reports and proposals as required by management.
* Other duties within the employee’s skill, competence and training.

# Qualifications, knowledge and experience

* Relevant tertiary qualifications or 5+ years’ experience in fleet and/ or supply chain management is highly desired
* Experience in being responsible for fleet functions, applying technical investigation, resource and activity planning to drive primary delivery functions in a utilities, industrial or manufacturing service-delivery environment.
* Demonstrated experience in managing large external contracts and contractors to provide exceptional levels of service
* Demonstrated experience in customer service and providing high quality communication (both written and oral)
* Demonstrated experience in stakeholder engagement, change management, driving a high-performing culture, proactive leadership, effective communications and successful integration and delivery of cross-functional business operations and SLA’s.
* Demonstrated experience in performance management including use of KPIs, evidence-based management and application of financial analysis methods to manage branch budget and program performance.
* Knowledge and commitment to relevant Workplace Health and Safety legislation, regulations, obligations and requirements.

# Attributes and skills

* Resilience - manage and cope with potentially high levels of pressure relating to change, balancing timelines, project dependencies, resources, virtual teams and cultural influences
* Strategic approach. Comprehends the wider contexts, develops long term goals and determines strategies and actions required to achieve those goals.
* Decisiveness. Consistently makes sound decisions, acts given reasonable access to information and time, utilises information, knowledge and experience to analyse and form judgments.
* Service orientation. Displays a commitment to delivering quality client service, values the provision of accurate and timely information and relates to people from across the organisation.
* Team building skills. Promotes collective achievement, contributes to the development and achievement of team objectives, is respectful, actively listens to and seeks out opinions and ideas from others.
* Interpersonal skills. Assesses the priorities, expectations and behaviour of others in order to establish and maintain effective working relationships with subordinates, peers and superiors from across the organisation and externally.
* Time management/organisational skills. Plans and organises self and others to ensure the timely completion of tasks.
* Writing skills. Uses clear, concise language in all written products, and includes content appropriate for the purpose and audience.
* Project management skills. Develops clear project plans and timelines, regularly communicating with stakeholders including project team members, and monitors project progress, operating within budget and required standards.

