

# Position Description (Employee)

## Fleet Stores and Purchasing Officer

Division	City Services
Business Unit	Parking and Fleet Services
Grade/Band	Band 3
Date position description approved	9 July 2021

### Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious [Sustainable Sydney 2030](#) – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable, and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

### Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality, and respect. These six-core values guide everything we do at the City.

### Primary purpose of the position

This position ensures the effective and efficient operations of Council's store and fleet requirements to ensure that all aspects are functioning efficiently and effectively. This includes inventory control, stores requisitions, data entry, maintaining records and supporting plant and fleet administration by providing customer focused, proactive supply and purchasing support

### Key accountabilities

- Responsible for procurement of parts and equipment.
- Accountable for processing of documentation in relation to purchasing.
- Deliver timely and accurate reports relating to Inventory and Purchasing.
- Responsible for providing parts from stores and allocating and costing to Job Cards.
- Manage Stock Level and inventory through Fleet Management systems.
- Accountable for deliveries and reconciliation of inventory.
- Responsible for accurate and timely records to be made available within the stores module of the Fleet Management System.
- Liaise with internal and external stakeholders with a focus on business improvement and policies

## Key Challenges

- Maintain up to date database and records
- Meeting competing demands and prioritising workloads in accordance with City service delivery requirements and customer expectations.
- Maintain knowledge and understanding and keep up to date of parts required in the stores

## Key relationships

Who	Why
<b>Internal</b>	
Fleet Services: Workshop Supervisors, Fleet Services Workshop Coordinator, Fleet Services Coordinator Fleet Manager	<ul style="list-style-type: none"><li>• Provide Inventory and Purchase Order Reports as required</li><li>• Coordinate work tasks and stocktake</li><li>• Exchange information relating to parts and stores</li><li>• Report any issues with purchasing and payments</li></ul>
<b>External</b>	
External Suppliers Delivery Drivers	<ul style="list-style-type: none"><li>• Liaise with suppliers to coordinate orders and ensure parts supply for the Workshop are recorded, accounted for and correct.</li></ul>

## Key dimensions

### Decision making

To determine that parts ordering and supply supports the efficient operation of the Workshop and is in line with CoS compliance and regulatory requirements.

### Reports to

Fleet Services Coordinator, Fleet Services

## Essential Knowledge, Skills & Experience

- Experience in procurement, stock, and inventory in a workshop environment.
- Demonstrated communication and interpersonal skills.
- Organisational and planning skills.
- Proficiency in Microsoft office applications and other software systems.
- Knowledge of spare parts, equipment and vehicle suppliers relating to mechanical repairs.

## Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	<b>Act with Integrity and Courage</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
Relationships	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Communicate and Engage Respectfully	Foundational
	Community and Customer Focus	Foundational
	Influence and Negotiate	Foundational
Results	Deliver Quality Results	Foundational
	Create and Innovate	Foundational
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Foundational
Resources	Financial Integrity	Foundational
	Technology and Information	Foundational
	Assets and Tools	Foundational
	<b>Procurement and Contracts</b>	<b>Intermediate</b>

*\*This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

## Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that be meet at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity & Courage	Adept	<ul style="list-style-type: none"> <li>• Acts honestly, ethically and with discretion and encourages others to do so</li> <li>• Sets a tone of integrity and professionalism with customers and the team</li> <li>• Supports others to uphold professional standards and has the courage to report inappropriate behaviour</li> <li>• Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct</li> <li>• Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> <li>• Provides feedback to inform future planning and work schedules</li> </ul>
<b>Resources</b> Procurement and Contracts	Intermediate	<ul style="list-style-type: none"> <li>• Helps others understand and comply with basic ordering, receipting and payment processes</li> <li>• Contributes to the identification of business requirements, deliverables and expectations of suppliers</li> <li>• Provides objective input to evaluation processes for proposals and tenders</li> <li>• Works with suppliers and contractors to ensure that goods and services meet time and quality requirements</li> </ul>