

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Fleet Manager
Group:	Infrastructure, Corporate Services
Reports to:	Head of Infrastructure Strategy & Planning
Location:	Wellington
Direct Reports:	Yes
Budget:	Yes

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

The Oranga Tamariki way

We've introduced a new way of doing things. A way of looking at the world that guides everything we do:



Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

POSITION PURPOSE

The Fleet Manager will be responsible for the Oranga Tamariki transport strategy and ensure it meets the needs of the business and these are achieved through a focus on best practice, sustainable financial approaches, and safety leadership.

The role is also responsible for the operational management of the vehicle fleet and employee transportation requirements to ensure operational effectiveness and efficiency.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Fleet management	<ul style="list-style-type: none">– Responsible for the procurement of a fit for purpose, safe, cost effective transport including the vehicle fleet, minimising our carbon footprint, and with an understanding of required vehicle and accessory specifications.– Oversight and monitoring of transport and fleet operations for compliance with New Zealand law and regulations and policy, to ensure the fleet is safe to drive, regularly serviced, repaired, maintained, and fit for business purposes.– Ensure operational transport management processes and procedures support the business' fleet reporting requirements.– Identify, implement, and promote vehicle fleet alternatives to help balance and maintain optimal vehicle fleet and other employee transportation options for business effectiveness purposes.– Provide regular analysis, review and reporting as required.
Fleet strategy, planning and performance	<ul style="list-style-type: none">– Responsible for developing and implementing a transport strategy for Oranga Tamariki.– Develop, implement and manage fleet and transport policies, processes, and plans which deliver commercially sound, financially sustainable programs that align to best practice, and enable effective safe and efficient operations.– Manage and maintain an up to date transport management database, including financials and operational features of the fleet, from which informed decisions regarding on-going and future transport requirements can be made– Fleet and transport planning and review to maintain optimal fleet numbers, types and value for money that meets on-going business needs across the country.– Manage and monitor fleet pricing, specifications, and total cost of ownership for effective and efficient fleet performance– Understanding of transport supplier markets, supporting technology and wider capability to support Oranga Tamariki effective fleet management needs, including leasing, fleet management programs, maintenance, accident management, and fuel management.

Key Result area	Key Accountabilities
Vendor Contract and Relationship Management	<ul style="list-style-type: none"> – Identification, implementation and management of transport improvement change projects and continuous improvement activities. – Engage with the business internally to understand their needs, procedurally, operationally and strategically in support of requirements, quality outcomes and risk management. – Monitor vendor service performance to ensure that any outsourced services are delivered and performed to Oranga Tamariki expectations as set out in the contracts. This includes arranging contract reviews, audits, benchmarking and other such activities to assist in measurement of performance. – Manage transport related vendor contracts so they are reviewed, maintained, and kept up to date. – Responsible for certain Oranga Tamariki vendor relationships and contract management, as assigned ensuring that contracts are reviewed, maintained, and kept up to date and vendor performance and relationships are managed to meet our business objectives for current and future needs.
Financial management	<ul style="list-style-type: none"> – Responsible for financial management including effective monitoring, reporting, budget preparation, and costing of services. – Manage transport expenditure and resources in line with policies with a focus on cost effectiveness.
Health and Safety	<ul style="list-style-type: none"> – Understand and implement appropriate management accountabilities to ensure compliance. – Ensure all health, safety and security policies and procedures are understood, followed, and implemented by all employees.
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> – Actively and positively participate as a member of the team – Proactively look for opportunities to improve the operations of Oranga Tamariki – From time to time, you may be required to perform other reasonable duties as requested by your manager – Comply with and support all health and safety policies, guidelines and initiatives – Ensure all incidents, injuries and near misses are reported into our H&S reporting tool – Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known – Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct – Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none">– Infrastructure team– Regional and site teams– Health and Safety– Finance– People and Leadership
External	<ul style="list-style-type: none">– Vendors– External suppliers– MSD Procurement team

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none">– A relevant tertiary qualification– A clean, current driver's licence is essential and a willingness to drive the Ministry's vehicles.
Other requirements	<ul style="list-style-type: none">– Willingness to travel within New Zealand to fulfil the requirements of the role.
Experience	<ul style="list-style-type: none">– Specialised professional with substantial experience in a similar senior fleet management role– Demonstrated skills and experience in the management of a large fleet portfolio– In depth knowledge of the fleet industry, including strategies for business success– Knowledge of the motor industry– Knowledge of regulations and New Zealand standards
Skills	<ul style="list-style-type: none">– Professional skills and capability in the development, implementation and management of transport policies, processes, and budgets– Well organised, pragmatic and ability to manage a diverse workload and stakeholder portfolio– Excellent verbal, written and interpersonal communication skills– Comprehensive financial understanding– Strong relationship management skills – ability to establish, build and maintain relationships with a variety of stakeholders.– Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
