

**POSITION VACANT**

## Shift Manager Dural Depot – Hillsbus

ComfortDelGro Corporation Australia is the largest private bus operator in NSW. Our subsidiaries, Qcity, Sydney's North West Hillsbus, Hunter Valley Buses and Blue Mountains Transit, provide passenger transport services to Queanbeyan and Canberra, Hunter Valley and Blue Mountains regions. We are part of an international company with an impressive global footprint and a reputation for providing a safe and reliable public transport network that meets customer and community needs.

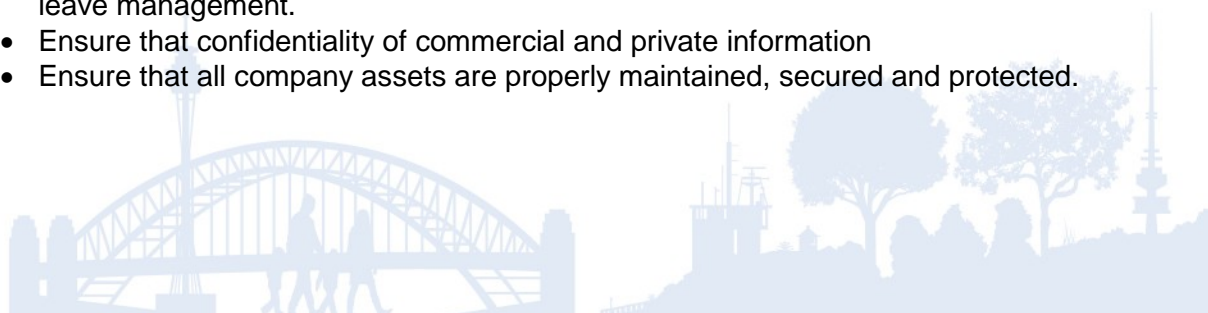
We are seeking a talented and experienced Shift Manager to join our Dural depot team.

### Objective of the Position

The incumbent is responsible to assist the Depot Manager in the service delivery of private charters and contracted bus services as prescribed through contract requirements, safety in all areas of operations and within the depot, operational performance to budget and ensuring fleet availability for day to day operations providing efficient services according to the standards and requirements of the company and the commercial contracts.

### Key Responsibilities

- Plan and allocate manpower in accordance to shift roster targets
- Generate and maintain shift roster and ensure manpower and buses are allocated to deliver services in accordance with shift rostering.
- Work closely with Recruitment Officer in the recruitment and selection process for the operations and administrative employees.
- Management of On Time Running (OTR)
- Objective understanding and management of KPI's as per TfNSW contract.
- Review drivers' performance, investigate grievances, manage performance improvement plans and drive a positive attitude towards customer service
- Provide guidance and counselling to the operations and administrative employees.
- Maintain operational systems and procedures to achieve the performance and standards that are required for TfNSW Accreditation and RMS compliance.
- Assist in the management of the RTW for employee on workers compensation and leave management.
- Ensure that confidentiality of commercial and private information
- Ensure that all company assets are properly maintained, secured and protected.



# POSITION VACANT

## Skills, attributes and experience which are essential to succeed in this role:

- Experience in managing diverse and multicultural teams and motivate employees to achieve the desired results
- Highly analytical in problem solving
- Ability to work under pressure and think clearly in challenging situations in a logical manner.
- Understanding of organizational image requirements
- Ability to maintain confidentiality
- Demonstrated skills in manpower planning and administrative functions.
- Experience in managing teams and motivate employees to achieve the desired results.
- Capable of interpreting and implementing legislation, company policies and procedures and sound knowledge of budgeting and financial figures.
- High level of oral and written communication skills in order to communicate effectively with senior managers, colleagues and other stakeholders.
- Ability to establish positive relationships and gain cooperation of staff and external members of the public including community groups.
- Proficiency with PC applications, particularly in MS Word, Excel and Outlook
- Knowledge of and experience in the public transport or logistic sectors highly desirable

### *Are you interested?*

Please submit your cover letter and resume to [jobs@cdcbus.com.au](mailto:jobs@cdcbus.com.au) by **27<sup>th</sup> July 2018** with the subject line 'Shift Manager Dural Depot Hillsbus'

