

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Inventory Manager

Classification: Senior Officer Grade C

Position number: IMF001

Division: Transport, Territory and Municipal Services (TTMS)

Business unit: Fleet Services

Location: North, South and Central Region Depots

Reports to: Senior Director Fleet Services

Date last reviewed: January 2026

Position requirements: See Compliance Requirements/Qualifications.

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) bring together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

Transport, Territory and Municipal Services

Transport, Territory and Municipal Services (TTMS) delivers essential services Canberrans rely on each day including integrated public transport and public libraries as well as providing administrative oversight to the ACT Public Cemeteries Authority. It is also responsible for Domestic Animal Services, and commercial operations including Yarralumla Nursery, ACT Public Cemeteries and Capital Linen.

Transport Canberra (TC) is responsible for the management of Canberra's integrated public transport network, including a bus fleet of around 450 buses. TC also oversees the contract management of Light Rail under a public-private partnership between Canberra Metro and the ACT government. TC currently employs over 1,000 employees and develops public transport policy and delivers a range of services to support the successful delivery of public transport services including bus scheduling, purchasing of bus assets and the delivery of an integrated public transport ticketing system.

BUSINESS UNIT OVERVIEW

The Fleet Services team delivers all tasks associated with the maintenance, repair and operational readiness of Transport Canberra's commuter bus fleet which currently exceeds 450 in-service vehicles. The team consists of skilled non trades and skilled trades staff performing a variety of roles including vehicle cleaning and fuelling activities, heavy vehicle mechanical maintenance and repair, vehicle exterior and interior panel repair, vehicle refinishing and electronic equipment repair.

General maintenance and repair activity are carried out within the Operational Depots which is supported by the Major Unit Overhaul Workshop that perform major accident repairs, vehicle interior and exterior refurbishment, engine and transmission reconditioning services. The workshops are supported by inventory and supply sections co-located with the workshop ensuring the supply of all components and materials required to support vehicle maintenance and repair operations.

The Transport Canberra Fleet Services team is focussed on providing a high level of customer service and sustainable transport outcomes by providing clean, safe and on-time availability of bus fleet to meet network operational requirement.

POSITION PURPOSE

The Inventory Manager reports to the Senior Director, Fleet Services. The Inventory Manager is responsible for the establishment and ongoing monitoring of arrangements for the supply of parts, including ensuring all acquisitions are in accordance with the *ACT Procurement Act 2001*. The Inventory Manager is also responsible for the effective and timely delivery of inventory holdings to ensure sufficient and appropriate supply to meet Transport Canberra's business needs, ensuring its buses can be safely operated in a timely manner. In addition, the Inventory Manager is

responsible for participating in the procurement process, for establishing and managing contracts and service level agreements with internal and external customers/suppliers, including ensuring these are regularly reviewed and updated as required.

DUTIES / RESPONSIBILITIES

1. Manage staff within the Regional Inventory Supply Stores, ensuring sufficient staff are available for the full span of the Maintenance Workshop operational hours. Ensure that attendance records are maintained and processed in accordance with Transport Canberra policies.
2. Participate in procurement processes including the management of supply contracts and service level agreements to ensure adequate inventory levels are maintained to support ongoing business need, whilst ensuring all acquisitions are in accordance with the *ACT Procurement Act 2001*.
3. Monitor inventory stock levels to ensure that stock holdings are appropriate to maintain Transport Canberra's business needs. Manage the undertaking of regular sample stocktakes and annual stocktake to ensure stock balances recorded in the electronic inventory management system are accurate.
4. Monitor Inventory Section generated warranty claims to ensure these are processed in a timely manner, including the reporting of systematic component failure and supply issues that may influence business operation.
5. Regularly review the electronic inventory management system to ensure items are receipted and paid for in a timely manner, stock on hand balances is maintained at agreed levels and stock pricing is accurate.
6. Undertake negotiation and liaison with internal and external stakeholders and actively contribute to improving work practices while ensuring compliance with legislative requirement.

For Everyone: Follow work health and safety procedures diligently. Take responsibility for your own safety and the safety of those around you.

For Supervisors: Implement the CED work health and safety management system effectively. Ensure the safety of yourself and those under your supervision by taking reasonable care.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated leadership and management skills within a multi-disciplinary industrial environment including the ability to foster teamwork and continuous improvement.
2. Demonstrated well developed working knowledge of procurement processes while adhering to the standards of the *ACT Procurement ACT 2001* and its associated guidelines.
3. Demonstrated knowledge and understanding of inventory and financial management systems, or the ability to quickly acquire this knowledge.
4. High level oral and written communication skills including the ability to consult and negotiate within an industrial environment.
5. Proven ability to cultivate productive working relationships to achieve individual, team and organisational objectives.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Drivers Licence (C-class) is mandatory.
- Industry experience in the automotive parts and accessories, warehousing or heavy vehicle maintenance fields will be highly regarded.
- A pre-employment criminal history check will be conducted.
- This position requires a pre-employment medical.
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Inventory Manager (position number IMF001) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Never
SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally

Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Frequently