



POSITION VACANT

Scheduler

ComfortDelGro Corporation Australia is the largest private bus operator in NSW. Our subsidiaries, Qcity, Hillsbus, Hunter Valley Buses and Blue Mountains Transit, provide passenger transport services to Queanbeyan and Canberra, Sydney's North West, 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.

The Role:

We are seeking a high calibre and experienced Scheduler to establish and maintain a successful central process for the development and building of timetables for the organisation to minimise complaints and uphold a positive image. Reporting to the Head Scheduler, the role requires you to apply your knowledge and skills in providing direction in the areas of legislative and contractual compliance and build positive relationships with stakeholders of the company.

Key Responsibilities:

- Build, develop and implement daily timetable services and rosters for CDC's depots as well as any additional services required for special events.
- Identify efficiencies and savings in schedules that will benefit the company.
- Ensure all schedules are compliant with the Transport regulations of fatigue and be compliant with all updates of regulations relating to fatigue.
- Advise managers on costs associated with scheduling tasks.
- Frequently review CDC's bus services to look for continuous improvement.
- Respond and provide appropriate information and solutions to the depots daily requests in a timely manner.
- Liaise with Transport for NSW and coordinate with City Rail to gather information relating to connections with Trains.

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

- Demonstrated experience in the preparation and development of scheduling, timetables and rosters.
- Experience with HASTUS Software is advantageous.

- Knowledge of Awards and Enterprise Bargaining Agreements.
- Knowledge of public transport/logistics is highly desirable.
- Personal responsibility and accountability with organisational skills and the ability to meet deadlines.
- Ability to work in a changing, fast paced and challenging environment.
- Strong problem solving and analytical skills.
- High level written communication, interpersonal and influencing skills to confidently deliver outcomes with stakeholders both inside and outside the organisation.
- A pragmatic, professional and energetic approach to 'getting things done' with a high level of independence and autonomy.

The role represents a career development opportunity to become a fundamental member of ComfortDelGro Corporation's Scheduling team.

Interested?

Please apply online or email your cover letter and resume to jobs@cdcbus.com.au by Monday 24th April.