

Position Description

POSITION DETAILS			
Position Title	Troopy Program Fleet Coordinator		
Reports to	Regional Manager – First Nations Programs		
Business Function	First Nations Programs	Salary Grade	Common Law Contract
Direct Reports	NA	Band / Level	Salary Band E – Professional and Supervisory
Indirect Reports	NA	Location	Northern Territory

REPORTING RELATIONSHIPS	
Internal Key Relationships	Residents and clients within our care and their families/relatives. Operational Team Members and Front-Line Leaders. NT Regional Office / Support Teams.
External Key Relationships	Collaborate with third parties providing services to the organisation. First Nations Peoples and Remote Communities.

OUR ORGANISATION
ARRCS work began in 2014 with aspirations to improve the quality of life for people living in regional and remote areas of Australia. Today, our commitment remains stronger than ever. We provide support to people across the Northern Territory through Residential Aged Care and Disability Services, Mental Health support, Childcare and Regional Home Care services and School Nutrition programs. We take a holistic approach, and a deep respect for all Elders and Aboriginal Cultures is at the heart of our work.

OUR COMPANY VALUES				
Compassion	Respect	Justice	Working Together	Leading Through Learning
Through our understanding and empathy for others, we bring holistic care, hope and inspiration	We accept and honor diversity, uniqueness and the contribution of others	We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society	We value and appreciate the richness of individual contributors, partnerships, and teamwork.	Our culture encourages innovation and supports learning.

PURPOSE
<p>The Troopy Program Fleet Coordinator is responsible for co-ordinating the program's light vehicle fleet, consistent with commercial best practice to meet the organisation's operational needs, while complying with Fleet Policy. This position will be responsible for the acquisition, maintenance and disposal of vehicles and ensuring operational efficiency of our vehicles.</p> <p>The Troopy Program Fleet Coordinator will provide advice and support to staff, deal with external service providers and First Nations people seeking care and respite and services in line with the Troopy Program. This may include other stakeholders including Uniting Care Shared Service team on a range of vehicle related matters.</p>

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KEY RESPONSIBILITIES

Fleet Coordination

- Supervision, planning, and coordination of the Troopy fleet in your delegated region, ensuring the overall maintenance, safety and control of ARRCS assets, including trailers, vehicles and other light equipment.
- Identify potential fleet improvement opportunities and cost saving initiatives.
- Liaise with Uniting Care Fleet Team to administer fuel cards, Insurance, Vehicle Registration, Infringements and other Fleet related compliance needs.
- Coordinate monthly invoicing, reporting and data updates including maintain corporate records relating to fleet activity.
- Directly assist the whole of organisation compliance with the fleet policies and fleet guidelines.
- Provide support to the First Nations Team including administration support / refuelling vehicles / pick up and drop off services.

Quality, Safety and Risk Management

- Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety and risk management system. Act in accordance with all relevant external legislation and internal ARRCS policies and procedures that relate to this position and the organisation.
- Understand the importance of the quality and safety system at ARRCS and assume responsibility for the delivery of the system through:
 - Active participation in quality improvement activities.
 - Actively participate in staff meetings
 - Demonstrated knowledge of the Fire Safety and Evacuation Procedure
 - Working knowledge of the ARRCS Infection Control, WHS and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team.
 - Be aware and comply with all Standards and Guidelines for Residential Aged Care Services.

SELECTION CRITERIA

Key skills and experience that the applicant requires to qualify for the role:

Qualifications – Essential

- First Aid Certificate or confirmation of registration to a local course.
- Current C Class Manual Drivers licence.

Qualifications – Desirable

- Certificate or Tertiary qualification in Business Administration of similar discipline.

Experience

- Previous experience working in a similar role, ideally overseeing the management and coordination of Fleet and Assets.
- Demonstrated sensitivity to the cultural requirements of indigenous people and their families.
- Demonstrated proficiency in the application of fleet knowledge including managing a fleet budget and provide regular reporting.
- Demonstrated ability to communicate effectively and sensitively with ATSI people.
- Ability to reflect on own performance and seek guidance when required.
- Ability to problem solve and use initiative to maximise positive outcomes.

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- Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Mandatory Requirements

- NDIS Worker Screening or Working with Children Card
- Influenza Vaccination
- COVID 19 Vaccination + Boosters
- National Police Check
- Driver's License

Duties Statement

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Australian Regional and Remote Community Services. You will at times be required to work on other tasks and areas as directed by the Residential Aged Care Manager or ARRCs Leadership Team. By signing your contract of employment, you accept and agree to the role and responsibilities as outlined in this position description.