Senior Field and Fleet Officer

College/Division: Sciences and Engineering
School/Section: Natural Sciences
Location: Hobart
Classification: HEO6
Reporting line: Reports to SNS Operations Manager

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The School of Natural Sciences (SNS) includes the disciplines of Biology, Chemistry, Earth Sciences, Maths and Physics.

The Senior Field and Fleet Officer will facilitate effective and safe field operations, providing day-to-day operational support, teaching support and relevant training to staff and students. Strategic planning, project planning, asset management and compliance with relevant UTAS and statutory Work Health and Safety Regulations and Codes of Practice will be key requirements of this role. The role is supported by one direct report, the Field and Fleet Officer.

You will be required to be on call for field monitoring check in systems during periods of other staff members leave.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You’ll Do

- Manage day-to-day field and fleet operations and provide high level expert technical advice to the SNS field community, SNS Operations manager and relevant SNS leadership team members concerning the safe management of field work within SNS
- Lead, coach and mentor direct report(s) to achieve the goals and objectives set by the School.
- Provide risk management support to staff and students including consultation and facilitation for field project submissions and approvals.
- Support, coach and guide SNS staff, managers and students on the identification of hazards, assessment of risk and reporting of incidents.
- Implement the asset management and maintenance plans for the vehicles, trailers, plant equipment and associated infrastructure that belong to the School.
- Manage and maintain vehicle and trailer assets, along with their booking system and provision of relevant monthly billing reports. Facilitate asset use around both routine and unforeseen maintenance and servicing requirements.
- Induct staff to field protocols and vehicle use ensuring a high level of safety and safe practises at all times. Contribute to the development and implementation of SNS safety procedures (Standard Operating Procedures, Safe Work Procedures and Risk Assessments).

- Maintain excellent field work management practices and remote work safety protocols in accordance with relevant regulations and guidelines. Manage and maintain the field email account and field calendars with day-to-day trip registrations.

- Ensure that the field stores and related assets are tidy, in service and well maintained, conduct workplace inspections, asset audits and other tasks as required by the Operations Manager.

- Investigate concerns regarding asset usage/support and instigate corrective action via consultation with research group leaders/management as required.

- Ensuring effective and reliable usage of field devices (InReach, SpotTrace, satellite phones, EPIRB, UHF radios)

- Maintain the Poolcar software system (maintaining user database, vehicle servicing, lease agreements, replacement)

- Ensure field stores are regularly reviewed, maintained and suitably allocated to current users

- Assist the Operations and Business Manager with strategic planning for vehicle and field capability and requirements, capital funding submissions, asset register and budgeting. In conjunction with ISD and other relevant parties:
  - Liaise with external contractors and vendors in order to scope, purchase, commission where appropriate (and coordinate ongoing maintenance, repair and compliance of) vehicles, trailers and equipment.
  - Coordinate timely maintenance, servicing and repair of safety and laboratory equipment and infrastructure.

- Contribute to the development and implementation of SNS safety procedures and risk management software, to ensure compliance and best practice in the field.

- Support the SNS technical team, contribute to process improvement at the School level, strive for continuous improvement within SNS operations

- Be a member of the Emergency Response Team for SNS field operations. Responding to missed check-ins, and acting as a responsible officer as required. This may include after normal working hours, weekends and holidays.

- Fill in for other operations staff as required

**What We’re Looking For**

- Combination of extensive relevant work experience and/or education/training.

- Significant experience in providing technical field support including experience in the development and implementation of risk assessments, safe working practices and standard operating protocols in a changing environment.

- Strong WHS knowledge and safe work systems management, including strong knowledge of field and driving hazards and managing them.

- Experience managing a fleet of assets, 4WD vehicles would be advantageous

- Demonstrated ability to analyse and solve complex technical and non-technical problems and to adapt rapidly to changing priorities and tasks. Experience with remote area communications and specialised off road vehicles will be advantageous

- Excellent interpersonal skills, including the ability to communicate effectively with students, professional staff and academic staff at all levels, and external stakeholders, and the ability to work in a flexible and collaborative manner.

- High level organisational skills and a demonstrated capacity to act independently within established guidelines, using discretion and sound judgement.

- Skills and experience using a range of computer packages, including word processing, databases, spreadsheets, email and internet packages.
Desirable Attributes

- Familiar with the wilderness environment of Tasmania
- Mechanical knowledge of specialised off road vehicles
- Experience using the PoolCar asset management system
- Familiar with what is required for quality scientific data collection when conducting field research
- Knowledge and experience in WHS relating to any of the following:
  a. Remote area research
  b. Remote area safety
  c. Remote area logistics
- Holder of any of the following: Wilderness First Aid, 4WD certificate, vocational training capabilities

Other position requirements

- Visiting and working in the field in remote locations
- Current Drivers Licence
- Ability to be Fire Warden and First Aid officer
- Laboratory and workshop activities and handling hazardous substances
- Undertaking manual handling and lifting >10kg

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our Strategic Direction strongly reflects the University community’s voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

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