

PROPERTY AND FLEET COORDINATOR POSITION DESCRIPTION NORTH CENTRAL REGION

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Property and Fleet Coordinator
Program	Corporate Services
Classification	SCHADS Award Level 4 (Clerical and Admin)
Hours	Full Time
Hours per week	38 hours per week
Duration	Ongoing
Location	North Central Region – Bendigo Travel throughout the North Central Region may be required from time to time.
Reporting Relationship	This position reports directly to the Regional Finance Manager
Effective date	November 2021

Overview of program

The Property and Fleet team have accountability for day-to-day administration of all operational tasks associated with Anglicare Victoria's property portfolio, motor vehicle fleet and associated services. This position sits in Bendigo under the Corporate Services Team and reports to the Regional Accounting Manager.

Position Objectives

1.	Ensure the successful and efficient co-ordination of all day-to-day operational tasks associated with the Property and Fleet portfolio in the North Central Region.
2.	To provide prompt, professional and respectful response to all Property and Fleet requests.

Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	First level rapid response to all maintenance requests.
2.	Assignment and follow-up of work with preferred suppliers and contractors, and ensuring essential services, reactive and programmed maintenance and minor capital works are completed as directed on time and in line with budgets.
3.	The Fleet component will involve interaction with our preferred Vehicle leasing company, vehicle order documentation, return vehicle coordination and Infringement processing.
4.	Maintain regular contact with Housing Call Centre (HCC) to monitor outstanding work orders for Anglicare Victoria Residential Facilities
5.	Accurate invoice coding and cost allocation for operational and capital projects.
6.	Ensure record keeping and other administrative tasks are completed accurately and in a timely way.

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. Demonstrated experience in a similar role, preferably within a property and fleet team.
	2. Good communication skills to deal effectively with Anglicare regional staff, and gain respect and confidence with a wide range of external stakeholders.
	3. A sound knowledge of MS-Office, and be comfortable with Computerized Maintenance data bases and other associated systems.
	4. Ability to perform under pressure, prioritize workload under minimal supervision, and refer or escalate issues as required.
	5. Enthusiasm, willingness to learn, flexibility, and be adaptable to changing priorities.
	6. Integrity and reliability with respect to confidential information.

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the **two** capability groups; **Personal Qualities and Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.
- Please note that on Friday 7 October the Victorian Government's Chief Health Office issued COVID-19 Mandatory Vaccination (Workers) Directions. As an Employer Anglicare Victoria is required to comply with the terms of these Directions and Anglicare Victoria employees are required to either be fully vaccinated (first and second vaccination) by 26 November 2021 to work outside of their ordinary place of residence or have a medical exemption.
- Please be aware that in order to perform this role you will be required to adhere to the Directions issued by the Chief Health Officer and provide evidence of your vaccination status in order to perform the inherent requirements of this role.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
