

**Position:** Vehicle Officer

**NPYWC Program:** Administration team

**Employment Details:** Permanent, full-time

**Location:** Alice Springs, with some travel to the NPY Lands

**Base Salary:** \$84,189.33 - \$95,299.65 (depending on experience) excluding superannuation

## What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

## Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

## Your Team:

The Administration team are responsible for delivering operational excellence to the employees and clients of NPY Women's Council (NPYWC).

The Administration team is a business support team working in conjunction with Human Resources, Communications, Finance and Information Technology to enable the NPYWC service delivery teams to operate effectively and efficiently.

The Administration team includes Business Support and Property and Vehicle Maintenance.

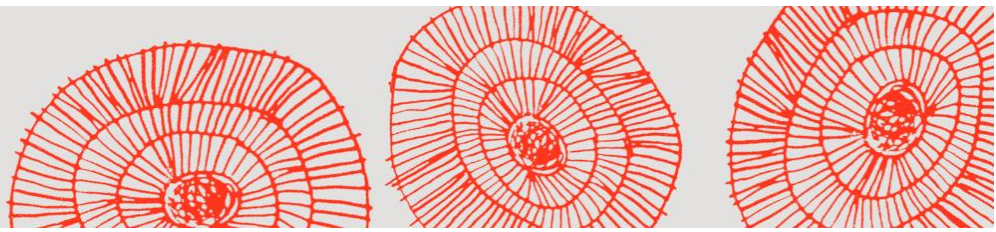
The team has a key and critical role in the organisation's Work Health and Safety systems and structures given their central role in supporting the physical infrastructure of the organisation, as well as coordinating and supporting much of the travel undertaken by

## Your Role:

The Vehicle Officer is responsible for providing quality strategic and practical work around all aspects of the Vehicle Fleet.

The Vehicle Officer duties include:

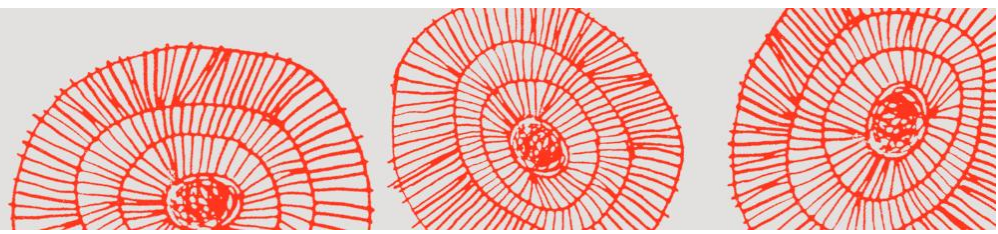
- Insurance
- Acquisition
- Sale
- Replacement
- Repairs
- Maintenance
- Registration
- 4x4 Training



NPYWC service delivery teams, especially via vehicles, remote properties and travel conditions surveillance and advice

## Your Responsibilities:

- In consultation with the Program Managers, manage every aspect of NPYWC fleet including acquisition, sale, rotation, replacement, repairs, maintenance and registration.
- Provide expert and informed advice to the Administration and Program Managers in relation to NPYWC fleet and its management.
- Ensure that NPYWC optimises value for money in all financial dealings and that vehicle repairs and maintenance, disposal and acquisition of assets, inventory items and consumables is managed in accordance with funding agreements and related NPYWC policies and procedures.
- Build and maintain strong, professional and reliable relationships with service providers to ensure NPYWC has access to timely, quality and value for money support whenever external expertise or support is needed (ie repairs and maintenance, recovery etc). This may involve supporting/facilitating a regular "preferred suppliers" list review and update to assist with timely access to good quality support (in line with the NPYWC Procurement Policy)
- Oversee and manage 4X4 training course provision to staff, in line with the organisation policies and procedures including following any accredited course structure and process already in place. This is currently an outsourced provision that needs further review and confirmation
- Ensure that every aspect of the fleet operation supports and promotes staff safety and that vehicles are not permitted to operate while compromised in any way. Ensuring the NPYWC WHS requirements are fully understood, implemented and enforced where appropriate, especially in regard to the NPYWC fleet of vehicles
- In conjunction with Partners and other monitoring mechanisms, to provide up to date and reliable advice to the organisation, to teams and to staff around the contextual factors that are critical to safe remote travel. This includes weather, road conditions, closures, updates on the potential impacts of ceremonial business and any other considerations that are relevant for staff knowledge and safety when travelling remotely
- In conjunction with the Information and Communication Technology Officer, develop and use electronic records to assist in tracking vehicle use, location, lease periods, age and repairs and maintenance in a manner that ensures 100% compliance with leasing conditions and maximises value for money.
- Contribute to the development of the Administration team policies, procedures and manuals, especially in regard to vehicles and their use. Advise management of the need for new policies and/or report regularly to the Leadership group any breach of policy or procedure.
- Produce reports as required.
- Organise vehicle insurance and claims.
- As required, provide support to the Property support staff and backfill as required.
- Other lawful and reasonable duties as directed.



## Skills and Experience:

- Previous experience in a similar role or in an environment that would foster an understanding of the requirements of this role.
- Demonstrated high level organisational skills and good time management.
- Demonstrated computer skills including MS Outlook and MS Word.
- Ability to work both independently and collaboratively, to take direction and to work with flexibility.
- Good written and verbal communication skills across diverse groups, including Anangu, NPYWC staff and management and other agencies.
- Experience working with database software packages.
- Previous experience working in a cross-cultural environment will be highly regarded.

## Qualifications:

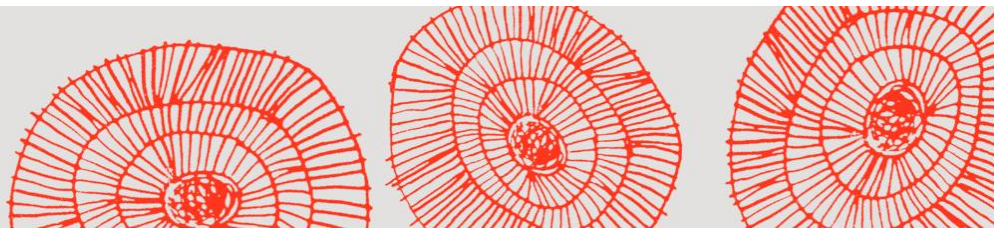
Desirable: Qualifications relevant to the role including but not limited to mechanics and Certificate IV in Training and Assessment

## Remuneration:

- \$84,189.33 - \$95,299.65 (negotiable based on experience) per year
- Plus 12% Superannuation
- Travel allowance
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus

## Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.



- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- All employees are required to meet the relevant State and Territory mandatory vaccination requirements.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

**We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.**

**All information will be held in the strictest of confidence.**

To find out more about this position, please contact People and Workplace Services on 08 8958 2329 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

**ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**

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Employee Name (Please Print)

.....  
Employee Signature

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Date