

Approved: 06 02 26

Approved by: Health Services Manager



Position Description

Position Details

Position Name	Fleet Manager
Location	Alice Springs
Reports to	Business Services Manager
Area of business	Business Services
Direct reports:	Nil
Key relationships: Internal External	• NHC Management and Staff • Mechanics and service providers, Suppliers, Insurers, Tracking providers, Transport/registration authorities

Position Purpose

To be responsible for the day to day operations, maintenance, compliance and administration of NHC's fleet, ensuring vehicles are safe, serviced and recorded accurately, and available to support clinical and corporate operations across the APY Lands and Alice Springs.

Responsibilities:

Fleet Operations, Maintenance & Compliance

- Have overall responsibility and accountability for the day-to-day management, safety, compliance and operational readiness of NHC's fleet of vehicles, including light vehicles, heavy vehicles, ambulances and, trailers, ensuring all assets remain serviced, registered, safe and operational.
- Manage and coordinate routine and urgent maintenance, repairs, warranty work, preventative maintenance schedules and APY Lands vehicle movements, including breakdown recovery.
- Troubleshoot mechanical issues, urgent vehicle requests and unexpected breakdowns to ensure timely, cost-effective solutions.

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- Ensure accurate, complete and up-to-date fleet records, including but limited to servicing history, , asset details, vehicle movements and program usage for correct cost coding.
- Be accountable for the effective day-to-day operation of Navman systems (tracking, geofence, duress and satellite functions), ensuring data accuracy, responding to alerts and coordinating new installations and testing.
- Ensure and monitor compliance with WHS obligations, NHC driving policies, road transport legislation and Restricted Ambulance Service Licence requirements.
- Lodge insurance, claims and accident repairs with SA Government Health Insurance.
- Provide orientation to new staff on safe vehicle use, procedures and checklists, ensuring compliance and timely reporting.
- Manage and be accountable for pooled vehicle bookings, optimise allocation and minimise after-hours requirements.
- Organise vehicle rotations with APY Lands fleet vehicles.
- Perform other fleet-related duties consistent with the responsibilities and classification of the role.

Fleet Procurement, Asset Management & Support

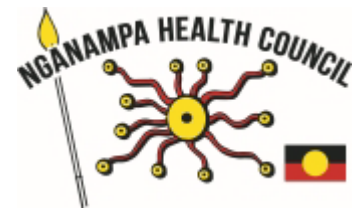
- Raise purchase orders for approved fleet maintenance, parts, servicing and equipment in line with delegated authority and organisational procurement procedures.
- Ensure all purchase orders, invoices and supplier documentation are accurate, coded correctly and processed in a timely manner.
- Manage the operational delivery of fleet purchasing, fit-outs, replacement planning, ambulance conversions and the decommissioning and/or sale-by-tender of retired vehicles, in line with approved budgets and delegations
- Liaise daily with suppliers to monitor timeframes, pricing and quality.
- Produce and submit monthly fleet performance reports, as per work plan, Coordinate future fleet technology and tracking system upgrades.
- Undertake and document fit-for-purpose assessments of fleet vehicles and equipment, considering operational requirements, remote service delivery, staff safety, availability of consumables and parts, whole-of-life and value for money, and provide recommendation to the Business Services Manager and Senior Management prior to purchase or fleet changes.

Personal Leadership

- Contribute to the success of the team by working collaboratively with internal stakeholders to achieve desired results
- Act ethically and with integrity
- Actively build positive intercultural relationships

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- Adapt and respond to change

Corporate Responsibility

- Understand and comply with legal obligations and company policies and procedures
- Continuously look for opportunities for process improvement
- Understand the importance of Nganampa's purpose and the context in which we operate
- Identify risks and issues and take action to address them
- Work within approved delegations for decision making
- The fleet manager is accountable for the outcomes within their delegated areas of responsibility and is expected to proactively identify, escalate and address risks relating to fleet safety, compliance and service continuity.
- Contribute to business continuity by ensuring fleet operations and related systems support the ongoing functioning of the Alice Springs office and remote service delivery.
- Provide operational support to office administration functions when requested.

Skills, knowledge and experience

Essential

- Sound mechanical knowledge or relevant training applicable to vehicle maintenance and fleet operations.
- Strong communication skills with the ability to engage effectively with staff, drivers, suppliers and service providers
- Ability to work as a member of a multidisciplinary team.
- Ability to prioritise tasks and manage competing deadlines.
- Ability to communicate with suppliers regarding pricing, quotations and service arrangements.
- Ability to work well under pressure in a busy operational environment.
- Good interpersonal relationship skills.
- Strong problem-solving skills, particularly in responding to maintenance issues, breakdowns or unexpected operational needs.
- Ability to undertake work duties in a well-organised and systematic manner.
- Initiative to improve processes and build effective supplier and internal contacts.
- Determination to see tasks through to completion.
- Patience and the ability to remain calm when dealing with operational challenges.

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- Ability to interpret fleet data, maintain accurate records and provide information for routine reporting.
- Flexibility in approach to problem solving and changing operational requirements.
- Sound computer skills, including Microsoft Word and Excel.
- Current driver's licence, including the ability to confidently drive a manual vehicle.
- Ability to work respectfully within an Aboriginal Community Controlled Organisation and within a cross-cultural framework.

DESIRABLE

- Tertiary qualifications in automotive, logistics, business or a related field.
- Experience in purchasing/procurement, fleet coordination, workshop administration or vehicle asset management.
- Experience working with tracking systems (e.g., Navman) or fleet management software.

Special conditions

- Ability to obtain or provide a National Police Clearance, Working with Children's Check and Working with Vulnerable Persons Check.
- Frequent visits to the Anangu Pitjantjatjara Yankunytjatjara Lands will be required.