



POSITION DESCRIPTION

Position Title	Facilities, Fleet and Systems Officer
Reporting to	IT Systems and Support Officer
Liases with internally	All Staff
Liases with externally	Landlords, Contractors, Suppliers, Government, and Non-Government Agencies.
Purpose of the position	The Facilities, Fleet and Systems Officer provides an initial response to all requests concerning SCMSAC's property portfolio, motor vehicle fleet and associated services, and is responsible for the coordination of work involving SCMSAC suppliers and contractors.
Selection Criteria	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Previous project management experience. • Demonstrated ability to work independently and to organise and prioritise demands. • Demonstrated experience managing multiple projects and tasks simultaneously, whilst adhering to strict deadlines. • Demonstrated ability in maintaining filing systems and processes. • Demonstrated communication skills to effectively communicate with SCMSAC staff and external stakeholders. • Demonstrated computer proficiency, including the use of all Microsoft Office applications, and data management systems. • Working with Children Check, Working with Vulnerable People Registration and National Police Check. • Current Driver's Licence. • Being vaccinated against Covid-19 is an inherent requirement of this role, to ensure that SCMSAC fulfils its WHS obligations. The incumbent must remain up to date with current ATAGI (Australian Technical Advisory Group on Immunisation) national advice regarding vaccines and booster shots or provide evidence of exemption eligibility. <p>Desirable Criteria</p> <ul style="list-style-type: none"> • Aboriginality*
Behaviours Required	<ol style="list-style-type: none"> 1 Innovative and strategic thinking 2 Client focused 3 Solutions driven 4 Honesty and Integrity

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Organisational Values	<p>5 Self-motivated</p> <ol style="list-style-type: none"> 1 Deliver excellence through quality service provision, collaboration and measuring outcomes. 2 Be passionate, caring and respectful in everything that we do. 3 Be a socially responsible, culturally supportive presence in each of our communities. 4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better. 5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes. 6 Contribute to shared learning through research and partnerships.
Key Performance Indicators	<p>Day to Day / General</p> <ul style="list-style-type: none"> • Enter and set up new vehicles into the system within 48 hours of SCMSAC taking possession of the vehicle. • Coordinate the servicing of all SCMSAC motor vehicles as per their due dates. • Provide driver activity reports to the HR Manager each month. • Motor vehicle inspections/maintenance are undertaken monthly and in line with the specific schedule. • Ensure cleaning of all SCMSAC motor vehicles is completed, consistent with the schedule for each vehicle. • Assist in the procurement and trade in of motor vehicles. • Oversee management and administration of master key system, including tracking and recording key details, ordering, supplying, issuing and replacing broken and damaged keys to internal staff members and external contractors. • Provide ad-hoc transport support for clients when requested • Manage suppliers and contractor's (trades) as per their schedule and contract. • Update the Repairs and Maintenance Register daily. • Ensure that projects are closed in the Repairs and Maintenance Register within two business days of the project concluding. • Submit all purchases for approval within 48 hours of receipt of quote/purchase order. • Attend relevant meetings. Be punctual, prepared, and ready to participate. • Actively participate in monthly documented support and supervision sessions. • Participate in annual performance review. • Other duties as reasonably directed by the CEO or delegate.

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	<p>Communication and Collaboration</p> <ul style="list-style-type: none"> • Maintain client confidentiality. • Communicate in a professional and respectful manner. • Report matters in line with SCMSAC's Notifiable Events Policy. • Participate in decision-making and joint problem solving. • Build positive partnerships, both internally and externally. <p>Information Technology</p> <ul style="list-style-type: none"> • Utilise IT Systems and equipment in line with SCMSAC policy and procedure. • Collect and analyse data, specific to your role. <p>Continuous Quality Improvement</p> <ul style="list-style-type: none"> • Actively participate in organisational continuous quality improvement initiatives. • Actively participate in the implementation of outcomes from program quality audits. • Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role. <p>Child Safety</p> <ul style="list-style-type: none"> • Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure. • Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure. <p>Workplace Health and Safety</p> <ul style="list-style-type: none"> • Adhere to WHS obligations as outlined in our WHS Policies/Procedures. • Comply with relevant PPE requirements for your role. • Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*

Employee Acceptance

I, _____, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

_____ Name/Role	_____ Signature	_____ Date
_____ Name/Role	_____ Signature	_____ Date