



Position Description

Position title	Fleet Administration Officer
Reports to	Senior Manager Fleet
Position type	Permanent full time
Direct reports	Nil

About us

Marine Rescue NSW (MRNSW) vision: A world class volunteer rescue service to prevent injury and death on NSW waterways. Our mission: Saving lives on the water.

MRNSW is an essential emergency service and protects the NSW community by providing marine search and rescue response, monitoring and responding to marine radio traffic and delivering safety education programs.

MRNSW is equipped with a world class fleet and embedded in local communities throughout the NSW coast and priority inland waterways. Backed by state of the art technology and training, MRNSW is an industry leader in the southern hemisphere.

The heart of MRNSW is more than 3,000 active volunteer members, organised into 45 geographic units. We work with other emergency services, particularly the NSW Police Force, and promote boating and water safety through community events, education and engagement activities.

MRNSW is led by a Board of Directors elected from our members. Our staff team provides support to Directors, members and units across operations & capability and corporate services.

The position

Overview

The Fleet Administration Officer assists with maintaining and enhancing MRNSW's operational capacity by managing the largest and most advanced fleet of on-water rescue vessels in the Southern Hemisphere and its supporting vehicles, equipment and systems. They contribute to ensuring fleet assets are safe, fit-for-purpose and meet legislative and regulatory standards, and that rescue personnel are supported by robust policy, procedure and quality assurance systems with a focus on regulatory compliance and work health and safety.

Key responsibilities and accountabilities

The position is responsible for:

- Contributing to sourcing, managing, maintaining and supporting the MRNSW fleet of frontline rescue vessels and vehicles to ensure they are fit for purpose and comply with regulatory and policy requirements
- Fleet Officer Last updated: Sept 2021 1

- Supporting MRNSW fleet modernisation and vessel replacement programs including coordinating research and development projects, , analysing and facilitating fleet insurance claims, supporting asset sales, assisting with vessel building and refurbishment contracts, undertaking competitive procurement processes and managing preferred supplier agreements
- Maintaining fleet and related asset databases and administrative activities to support vessel servicing, repairs, registration, incidents, insurance, data collection and reporting
- Coordinating all vessel preparedness such as vessel surveys, operational readiness inspections including associated reporting, identification of issues and problem solving

Maintaining vehicle compliance and registrations

- Collaborating across MRNSW to develop and support fleet policies, procedures and guidelines that comply with regulatory and work health and safety requirements and support the effective use of fleet
- Supporting incident investigations and reporting to regulatory authorities, and recording incident data and reporting on trends
- Maintaining, applying, reviewing and strengthening policies and procedures related to vessels, vehicles, auxiliary equipment and systems including slipways, winches, berths, refuelling and fuel storage
- Supporting WHS resources and providing guidance to MRNSW staff and members on workplace health and safety standards, procedures and culture related to fleet and equipment and promoting frameworks and standards for member wellbeing and protection.

Skills and experience

The Fleet Administration Officer is a critical contributor to ensuring that the MRNSW fleet and associated vessels operate at the highest possible level to support safe boating and incident response. They maintain a high level of awareness of fleet-related legislation, regulations, policy and procedures and apply excellent written and verbal communication skills to support MRNSW staff and members to understand and apply best practice.

The Fleet Administration Officer is an important part of maintaining a safe and healthy workplace, modelling an unrelenting focus on work health and safety, ethical behaviour and probity. They contribute to the MRNSW team by connecting across multiple teams and units to identify opportunities to improve, maintain and operate an excellent maritime fleet.

The occupant of this position must hold a current driver's license and current Australian citizenship or permanent residency.

Expectations and authority

As part of the Fleet team, this position contributes to managing and implementing:

- Compliance with national domestic commercial vessel laws including Exemption 24 State Rescue Policy
- Work, Health and Safety (WHS) legislation
- MRNSW WHS strategy (to be developed)
- Our Service Strategy - Excellence in emergency services operations
- Our Business Strategy - Drive efficiency and effectiveness
- Our People Strategy - Enhance education and engagement
- Our Organisation Strategy - 'One Marine Rescue'.

Key relationships

The key relationships of the position are with:

- Government agencies, emergency services and industry partners on relevant topics and in committees and forums
- Boat builders, vehicle suppliers, electronics/engine/other preferred suppliers, technical providers and agents to maintain relationships and manage service level agreements
- Partner agencies to strengthen data-sharing and procedural interaction

- Across MRNSW to support training resource and pathway development projects related to vessels, provide assistance and mentoring to unit officers and act as a point of contact for fleet issues, and ensure the fleet is fully integrated with asset management systems.

Key challenges

As part of the Fleet team, this position works collaboratively to tackle key challenges including:

- Strengthening connections between staff and members to reinforce a safety culture, improve communication, increase operational standards and increase engagement
- Providing clarity on service delivery to members and what 'good service' looks like, using this to align messages, coordinate work and make service quality consistent
- Ensuring all our work supports effective service delivery including governance, systems, and ways of working including resource levels and allocation.

Selection criteria

Experience - Essential

1. At least three years' experience with responsibility for fleet and associated assets, with proven experience in procurement and administration
2. Understanding of and ability to apply legislation, regulations and best practice relating to domestic commercial vessels in an emergency services context
3. Experience in managing complex asset related projects with demonstrated understanding of project management methodologies and successful change management
4. Strong communication and interpersonal skills with experience working effectively with a diversity of people, preferably in a volunteer based organisation

Qualifications and skills - Highly desirable

1. Tertiary qualifications or recognised industry accreditation related, asset management, procurement or other related field
2. Experience in the maritime or emergency services sector.