

## NGANAMPA HEALTH COUNCIL INC. POSITION DESCRIPTION

<b>Position Title</b>	Fleet & Telecommunications Manager
<b>Location</b>	Alice Springs
<b>Award</b>	Aboriginal Community Controlled Health Services Award
<b>Classification</b>	Grade 8 Level 4
<b>Responsible to</b>	Chief Financial Officer

### KEY RESPONSIBILITIES

- Manage NHC fleet of vehicles, trailers & plant equipment
- Manage NHC Telecommunications
- Assist Purchasing Manager as required

### JOB DUTIES

#### **Fleet**

- Manage the timely servicing and warranty requirements of fleet, including the movement of vehicles from lands to servicing agent
- Manage all fleet safety associated items including Navman tracking and duress systems & Satellite phones
- Manage fleet purchases, vehicle fitouts and sales of vehicles once removed from fleet
- Manage Ambulance conversions
- Keep entire fleet in a serviced, registered and well maintained condition
- Manage maintenance records via Navman fleet management system
- Monitor Navman system to ensure its operating correctly
- Liaise with installer & 3<sup>rd</sup> party monitoring company regarding procedures for new installations
- Respond appropriately to 3<sup>rd</sup> party monitoring vehicle and duress alerts, including after hours
- Seek tender for most cost effective and high standard of vehicle maintenance
- Inspect all vehicles after servicing to ensure vehicle is safe to use



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Last reviewed: March 2018  
Next review due: March 2021

## **Fleet**

- Organise correct testing and servicing of Navman vehicle systems and duress system
- Maintain a summary of completed weekly vehicle check lists & monitor staff are supplying weekly reports
- Action any faults or items reported missing on weekly vehicle checklists
- Organise insurance claims & repairs on vehicles in the event of an accident or theft
- Manage “pool vehicle” bookings
- Ensure vehicles are cleaned inside and out before being allocated for use
- Organise for tyres on NHC vehicles to be marked
- Follow NHC’s policies and procedures, particularly in regards to Occupational Health Safety & Welfare. Ensure own work practices are safe
- Photograph, barcode and record new vehicle assets into Asset Guru software program
- Manage Navman Geofence for Fuel Tax Credit purposes
- Any other duties as required

## **Telecommunications**

- Report landline and mobile phone faults with the relevant telecommunication providers. Follow up on reported faults when required
- Process orders for new telecommunication services
- Make recommendations to the Chief Financial Officer and Health Services Manager in regards to the replacement of telecommunication systems
- Manage installation of new phone and IT systems
- Liaise with Health Services Manager in regards to telecommunication issues that might impact on IT systems
- Ensure mobile phones are replaced when required
- Organise repairs to IT equipment using recommended companies
- Organise eFax for users once approved by CFO/HSM
- Manage all NBN installs and issues
- Report NBN faults
- Report IT faults to IT support
- Photograph, barcode and record new phone and IT assets into Asset Guru software program
- Any other duties as required

## **Purchasing**

- Assist Purchasing Manager when required
- Assist with annual inventory of Alice Springs office and clinic pharmaceutical supplies when required



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## SELECTION CRITERIA

### ESSENTIAL

- Sound Mechanical knowledge or training
- Must have strong communication skills
- Ability to work as a member of a multidisciplinary team
- Ability to prioritise tasks
- Work well under pressure
- Good interpersonal relationship skills
- Problem solving skills
- Contract negotiation skills
- Undertake work duties in a well organised and systematic manner
- Initiative to develop new processes and contacts
- Determination to see a task through to completion
- Patience
- Ability to undertake analytical projects and to provide relevant reports
- Flexibility in approach to a problem
- Sound computer skills, eg Microsoft Word/Excel
- Current driver's licence
- Ability to work in an Aboriginal controlled organisation and within a cross cultural framework

### DESIRABLE

- Tertiary qualification in IT, telecommunications, commerce, procurement or related field
- Previous purchasing experience and/or vehicle management experience

## TERMS AND CONDITIONS OF EMPLOYMENT

- The position is offered on a one year contract basis. After reassessment at the conclusion of the contract, further employment opportunities will be discussed
- New appointments are probationary for the first six months
- Frequent visits to the Anangu Pitjantjatjara Yankunytjatjara Lands will be required



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