

Position description

Position title	Fleet and Corporate Facilities Coordinator
Position number	200084
Group	Property
Reports to	Asset Maintenance Manager
Location	1010 La Trobe Street Docklands Victoria
Date	October 2021
Tenure	Full-time Permanent

Our organisation

VicTrack owns Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack's Telecommunications Network is deemed 'vital critical infrastructure' – being of state significance and therefore critical to the continuity of the supply of essential services to the state, and to the overall economic and social wellbeing of Victorians.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

Our business groups

Our business is made up of three specialist delivery groups – Property, Telecommunications and Project Delivery – supported by Business Services and the Office of the Chief Executive.

Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

Dimensions

Reporting Relationships

This position reports to the Asset Maintenance Manager. The position will have no direct supervisory responsibilities but will be required to direct and manage suppliers/contractors over a broad range of facility and fleet management related works.

Budget

N/A

Other

N/A

Purpose of the position

The Fleet and Corporate Facilities Coordinator will ensure the effective day to day management of all aspects of the Fleet Management and VicTrack Corporate Real Estate activities. The role also assists the Asset Maintenance Manager to ensure maintenance of VicTrack's assets and corporate facilities is completed efficiently and effectively resulting in the maximum performance and life of the assets.

Key accountabilities/functions

Fleet Management Requirements

Manage VicTrack's fleet systems, processes and procedures to identify and implement efficiency improvements, including managing the fleet to maximise use within kilometre and lease term parameters;

- Manage the acquisition, disposal, maintenance and regulatory compliance of fleet vehicles in line with legislative requirements, company policy, procedure and safety requirements;
- Research and investigate appropriate operational vehicles in accordance with VicFleet and Victorian Government policy;
- Manage the car park allocation for VicTrack which includes issuing access tokens for staff who utilise VicTrack fleet vehicles along with managing servicing, repairs and cleaning of all vehicles within the fleet;
- Manage Traffic Infringement Notices and other Infringement notices received for VicTrack vehicles;
- Monitor and debit all cost centres with vehicle leasing and operating costs on a monthly basis including the management of Linkt tags and preparation of costing for the payment of the Linkd account;
- Prepare, analyse and present reports concerning the utilisation of VicTrack fleet vehicles. This also includes the preparation of journals to assist finance in expense allocation to each business group;

Corporate Facilities Management Requirements

- Manage the daily administrative tasks and maintenance issues for the Corporate sites that are logged by VicTrack staff. This also includes managing the resolution of issues and correspondence to enquiries in a timely and effective manner;
- Provide and maintain a Corporate working environment that is safe and free of risks to staff, including undertaking routine inspections of the tenancy, including managing the supply of security access cards, and undertaking quarterly audits of issued cards;
- Liaise with Building Management on issues relating to the building and surrounds that are outside the VicTrack leased tenancy;
- Manage relationships with stakeholders and agents to engender expedited responses to necessary works and maintenance;
- Plan and schedule routine maintenance cycles, including the allocation of responsibilities and actions to appropriate suppliers from the issuing of work orders from the Conquest system;
- Ensure all engineering services' work complies with VicTrack policies & procedures; Australian Standards; Building Code of Australia and all other Codes of Practice and maintain a knowledge and understanding of current legislation relating to facilities management activities;
- Monitor and ensure corporate facilities related works are conducted within budget in consultation with the Asset Maintenance Manager.

Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

Individual attributes

Qualifications

- Current drivers licence (as this role requires some driving from time to time).

Knowledge & Experience

- Demonstrated knowledge and experience with Fleet Management Systems and Telematics
- Demonstrated working knowledge of and experience with Facilities Management (Preferred but not essential)
- Demonstrated ability to work with minimum supervision and able to monitor own work performance
- Ability to communicate and negotiate effectively on issues relating to VicTrack assets with members of the public, clients and other employees
- Working knowledge of HSE requirements
- Understanding of material requirements, supply procedures and basic estimating principles applicable to fleet and facilities

Skills

- Demonstrated ability to work with a minimum of supervision and to monitor own work performance

- Ability to work both independently and as a member of a team;
- Well-developed written and verbal communication, interpersonal and presentation skill;
- Customer focused;
- Effective time and task management skills;
- Effective and proactive use of a Fleet Management System;
- Computer literacy in database, spread sheet and word processing software packages;
- Ability to organise and coordinate a range of tasks within tight timeframes;
- Well-developed skills in developing effective working relationships with a range of managers and staff in the private and public sector.

Interpersonal and Other Features

Internal Relationships

All of VicTrack staff

External Relationships

Department of Treasury and Finance

VicFleet

Motor vehicle providers

Insurers

Tenants

Property agents

Department of Transport (DOT)

Rail operators (V/Line, MTM & ARTC)

Local councils

Utilities authorities

Telecommunications authorities