# Position Details

# Administrative Services – CSOF5

The following information is for applicants

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| Advertised Job Title**:** | Coordinator – National Fleet |
| Job Reference: | 59715 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 70% |
| Percentage of Client Focus - External: | 30% |
| Reports to the: | Business & Infrastructure Services Manager – Tasmania and National Fleet |
| Number of Direct Reports: | 3 |
| Name and Contact Details For Applicant Enquiries: | Gillian Mayne via email Gillian.Mayne@csiro.au. |
| Contact Details For Applying: | Call 1300 984 220 or email careers.online@csiro.au.  |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  |

## Role Overview:

At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today - for our customers, all Australians and the world. We imagine. We collaborate. We innovate. Australia is founding its future on science and innovation. The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. CSIRO is Australia's premier research body, delivering innovative science for the benefit of Australians.

CSIRO’s Business and Infrastructure Services (CBIS) group provides safe, fit for purpose facilities and services in an economically and environmentally sustainable manner. CBIS enables innovative science through its services, from reception, to stores and logistics; from office and laboratory accommodation, to the provision of sustainable fleet management. The National Fleet Office supports the administration of CSIRO’s large, diverse and decentralised fleet comprising around 800 vehicles, via a national fleet network across 59 locations.

The CBIS Coordinator – National Fleet, provides day to day management of the CSIRO wide vehicle fleet and contributes to the strategic direction of the CSIRO wide fleet. The key relationships will be with the CSIRO Business & Infrastructure Services (CBIS) Manager – Tasmania and National Fleet, other State Managers, Site leaders, Research Operations Managers (ROM’s), Finance and HSE managers, national suppliers and Whole of Government Fleet Services contractors.

## Duties and Key Result Areas:

* Coordinate the administration functions of the National Fleet Office, including the administration of fuel cards, e-tags, infringements, registration requirements, as well as developing and oversee national fleet maintenance arrangements.
* Assist in providing effective team management which fosters an environment that encourages new ideas, supports the development of emerging skills, has a focus on continuous improvement and a commitment to the embedding the principles of CSIRO Code of Conduct.
* Ensure CSIRO is compliant with fleet related regulations.
* Support the Manager – Tasmania and National Fleet to manage CSIRO’s obligations as a Commonwealth Agency in procuring, negotiating and managing contracts of Fleet and associated services including managing vendors and 3rd party contracts through agreed Service Levels, Key Performance Indicators and contractual metrics reporting.
* Coordinate procurement/leasing and disposal strategies for fleet and associated services that are compliant with the Commonwealth Procurement Rules (CPRs) and CSIRO procurement policy, including providing assistance to CSIRO business areas with vehicle selection (fit for purpose) and value for money.
* Develop and maintain a national guideline on CSIRO fleet including but not limited to: procurement/ leasing, disposal, fit for purpose, insurance, servicing, fuel and usage continuously reviewing, report and make recommendations on fleet life cycle cost, compliance, efficiency and performance.
* Continuously scan the environment and undertake market research and future demand analysis, providing advice to the Manager – Tasmania and National Fleet, focusing on CSIRO research and major change program needs, ensuring risks and issues are escalated to the appropriate delegate in a timely manner
* Build and maintain strong working relationships with key stakeholders and to influence change, promoting a collaborative partnership approach between internal stakeholders and Vendors.
* Provide input into policy development relating to broad CSIRO strategy (e.g. Renewable Energy Strategy; HSE Plant and Equipment Procedure).
* Other duties as required.

## CSIRO Competencies:

1. **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
2. **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
3. **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
6. **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Essential Criteria:

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

* Relevant tertiary qualification in Business Management and/or equivalent experience in a similar industry.
* Experience in managing and procuring in the government environment and understanding the associated regulatory, compliance and funding issues.
* Demonstrated experience in successfully managing teams through change and continuous improvement.
* Strong communication and interpersonal skills with the ability to influence stakeholders whilst providing a customer centric approach.

## Desirable

* Previous Fleet Management experience.

**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:

* Excellent science
* Inclusion, trust & respect
* Health, safety & environment
* Delivery on commitments

## Special Requirements

* The position requires a full driver’s licence as there is required travel.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!