

Position description

Position title	Fleet and Corporate Facilities Coordinator
Position number	200084
Classification level	C
Group	Property
Reports to	Asset Maintenance Manager
Location	1010 La Trobe Street, Docklands
Date	March 2025
Tenure	Permanent full time

Our organisation

VicTrack is custodial owner of 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 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 two specialist delivery groups – Property and Telecommunications – supported by Corporate Services, Strategy & Transformation 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

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 Management systems, processes and procedures to identify and implement efficiency improvements, including managing the fleet to maximise use within operational and lease parameters.
- Manage the acquisition, disposal, maintenance, cleanliness and regulatory compliance of fleet vehicles in line with legislative requirements, company policy, procedure and safety requirements.
- Collaborate with key stakeholders to proactively assess operational requirements, ensuring our fleet vehicles align with current and future demands, and are supplied fit for purpose for field based work.
- Manage car park allocations for VicTrack in various locations, including issuing access passes required for different locations.
- Manage administrative tasks, including the preparation of journals to assist finance in expense allocation to each business group; supervision of Linkt tags and preparation of costing for the payment of the Linkd account; and assignment of 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, which includes the preparation of journals to assist finance in expense allocation to each business group.
- Prepare, analyse and present reports concerning the utilisation of VicTrack fleet vehicles and emissions data.

Corporate facilities management requirements

- Coordinate the delivery of maintenance of VicTrack's building services in our corporate sites to maintain business operations, minimise disruptions to organisational activities and take opportunities to improve the sustainability of building operations when the opportunities arise.
- Manage the daily administrative tasks in relation to the general operations of the corporate sites, including maintain stock of office consumables and processing of invoices.
- Provide and maintain a corporate working environment that is safe and free of hazards to staff, including daily site walks and undertaking routine inspections of the tenancy.
- Plan and schedule routine maintenance cycles, including the allocation of responsibilities and actions to appropriate suppliers by issuing work orders from the Conquest system.
- Liaise with Building Management on issues relating to the common areas and external surrounds that are outside the VicTrack tenancy.
- Manage relationships with contractors, stakeholders and agents to engender expedited responses to necessary works and maintenance.

- Manage the security access to the corporate sites. This involves maintaining the access controls installed within the tenancy, assisting with managing the supply and programming of security access cards, and undertaking quarterly audits of issued cards when required.
- Ensure all maintenance and engineering services works comply with VicTrack policies and procedures, Base Building Maintenance Guide, Australian Standards and the National Construction Code (NCC), while maintaining 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 and experience

- Demonstrated knowledge and experience with Fleet Management Systems and Telematics

- Demonstrated working knowledge of and experience with Facilities Management (Preferred but not essential)
- 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 high level of autonomy 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, spreadsheet 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 VicTrack employees

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)