

POSITION DESCRIPTION

DEPOT SUPPORT COORDINATOR

POSITION DETAILS

POSITION No:	9148	UNIT:	Projects and Support Services
EMPLOYMENT STATUS:	Full Time	LOCATION:	Cleary's Gates Depot
DIVISION:	City Amenity	CLASSIFICATION:	MO Level 3

OBJECTIVES

MISSION STATEMENT

Working together to make Hobart a better place for the community.

DIVISION OBJECTIVE

The City Amenity Division incorporates the following Units: Parks and Recreation, Bushland, Roads and Capital Works, Stormwater, Cleansing and Solid Waste, Projects and Support Services, including Emergency Management.

The principal purpose of the Division is to provide a high standard of excellence in respect of these programs in the City's approach to customers and in the management of community assets and the provision of services.

POSITION OBJECTIVE

Provide operational leadership to administrative and clerical services to support efficient program implementation in the City Amenity Division and to support the needs of the various operating groups within the Cleary's Gates, Self's Point and Bushland Operations Depot and at the Domain Quarry. The role is responsible for the effective achievement of objectives and performance measures and the effective coordination of required contractors and projects with minimum supervision.

KEY FUNCTIONS AND RESPONSIBILITIES

- Accountable for the day-to-day coordination and overseeing of human resources, budget delegation, plant, customer service, safety, materials, fleet management systems and other resources for the Projects & Support Services administrative team;
- Supervise, mentor and performance manage staff to ensure agreed work targets are met or revised as necessary
- Research, compile and present information in formal reports that can be understood and acted upon by management.
- Prepare periodic statistical and project information, reports and correspondence as required to support project and operations management and monitoring and ensure the maintenance of relevant budget financial management data.



City of **HOBART**

- Ensure that the Testing and Tagging register of all required equipment by legislation is maintained and programmed in accordance with requirements.
- In conjunction with Unit Managers, Operations Managers and Learning and Development, co-ordinate the training requirements and arrange the mandatory training courses for Depot based employees. Including training for equipment and operational licences, the skills audit and relevant registers.
- Research and prepare correspondence for working group and Unit meetings and coordinate and prepare agendas and minutes for project teams and working groups.
- Oversee the administering of the vehicle and room booking systems for the City's depots.
- Oversee the accurate maintenance and data entry of database system's used to record information on the City's fleet, asset and IRM systems and the administration of the vehicle, plant and equipment asset and maintenance systems including equipment details, audits, disposal processing, registrations, and associated fleet management requirements.
- Participate as a member of the Depot Workplace Health and Safety Committees and project teams and where applicable, coordinate projects within the scope of the level.
- Assist with the induction of new employees based at the City's depots.
- Act as Chief Warden in case of emergency and conduct regular warden meetings.
- Oversee Security card system and levels of access for officers who require access to the City's Domain Quarry and Depot's.
- Oversee and support of the Afterhours Duty Officers and Emergency Management functions including the Roster, Meetings, Actions, Communications, CBC updates, website updates and Audits as required.
- Coordinate contracting services including depot cleaning and mail courier services.

Work Health and Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

The Depot Support Coordinator, reports to the Manager Projects and Support Services & MEMC. The position will liaise with employees of the Projects and Support Services Unit, all other Council Groups and Units and other employees as necessary.

2. EXTERNAL

Liaison with clients of the City including representatives of the general community, other local authorities and government agencies, visitors and rate payers.

3. DIRECT REPORTS

The role will supervise the Cleary's Gates Administration totalling 4 staff.

4. INDIRECT REPORTS

2 - Cleaning and Mail Courier Contracts

BUDGET RESPONSIBILITIES

1. CAPITAL

The Capital Budget for this position is approximately \$150k

2. OPERATIONAL

The Operational Budget for this position is approximately \$690k

SELECTION CRITERIA

1. Diploma in Business Administration or similar coupled with demonstrated practical competence acquired through several years of relevant experience.
2. Skills and experience in leading, mentoring and performance management in the coordination and supervision of employees.
3. Demonstrated ability to be highly organised to manage a number of time critical activities simultaneously including planning and implementation of administrative projects/activities coupled with attention to detail.
4. Demonstrated understanding of project management principles with experience in planning and delivery of small to medium projects coupled with well-developed organisational, planning and coordination skills to facilitate the development and implementation of work programs.
5. Demonstrated proficiency in the use of word processing and formatting, spreadsheets, website content management systems, electronic document management systems, database applications and financial management systems and the ability to coordinate and prepare agenda and minutes for divisional, project teams and working group meetings.
6. Well-developed verbal and written communication and problem solving skills, including a proven ability to engage, negotiate and resolve issues and conflicts.
7. Demonstrated capability in leading and delivering excellent customer service through a team of support staff to external and internal customers, clients and stakeholders.
8. Current Drivers Licence, Police Check, Construction White Card, Working with Vulnerable People Registration.