



POSITION DESCRIPTION Assets and Fleet Manager

Position Number:	PD 5195	
Directorate:	Infrastructure	
Division:	Assets and Fleets Services	
Supervisor:	GM Infrastructure	
Classification:	Above LGIA Award	
Tenure:	Fixed Term Full Time	Hours of Work: 76 hours per fortnight
Primary Location:	Tiwi Islands	

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

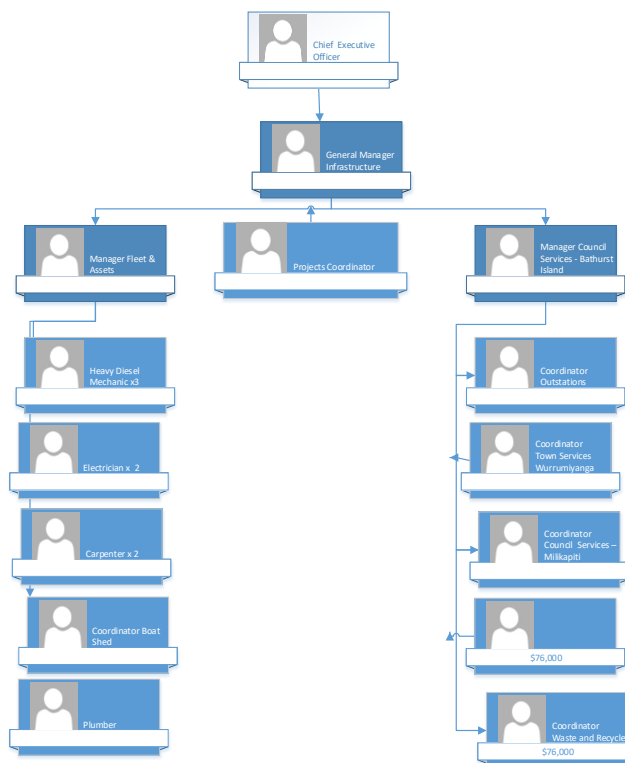
Position Purpose

The Fleet and Asset Management Function takes on the role of leading, coordinating and supervising activities related to fleet and assets management within TIRC and in order to ensure that compliance with TIRC rules and procedures, cost-effectiveness and efficiency and professionalism in the management of assets and fleet.

Responsibilities

- Directing, overseeing and monitoring all Council workshops, trades and fixed and mobile assets
- Supervising relevant Council staff engaged in these areas;
- Ensuring Council assets are managed appropriately
- Providing accurate and timely reports for the General Manager Infrastructure;
- Developing and maintaining effective management of all Council assets and fleet
- Effectively contributing as a member of a team in the management of the Regional Council and promoting a safe and harmonious work environment;

Reporting Structure



Selection Criteria - Essential

- Degree in Engineering, or several years of experience in a relevant field
- Demonstrated knowledge and skills to manage Council fleet and assets
- Demonstrated ability to develop, manage, implement and communicate Council asset management
- High level interpersonal skills including proven ability to communicate clearly, negotiate persuasively, influence strategically, facilitate and express ideas clearly and coherently, both orally and in writing, and influence key stakeholders to achieve required outcomes.
- Demonstrated ability to manage budgets, and control & develop budgets/estimates for Council.
- Demonstrated capacity to work effectively within the social, political and cultural environments of Aboriginal and/or Torres Strait Islander communities and organisations.
- Current NT Drivers Licence

Desirable:

- Indigenous candidate

The Selection Criteria must be addressed for your application to be considered. Please attach copies of relevant qualifications and licences with application.

Please submit your application to recruitment@tiwiislands.nt.gov.au