



Nourishing Our Country

OZHARVEST | JOB DESCRIPTION

Your Position Title:	Fleet & WHS Coordinator – Queensland
You'll Report to:	Operations Lead
Classification:	Permanent part-time 0.6FTE
Headcount or Hrs/wk:	22.8 hours per week
Date:	May 2023

Your Key Relationships
The Fleet & WHS Coordinator is part of the collaborative OzHarvest team, which includes State Manager, Operations Lead, National Fleet Manager, National Logistics Manager, Head of Operations, People Safety Lead, OzHarvest drivers, office staff and volunteers. You'll also work with external stakeholders including Food Donors, Recipient Agencies, Guests and Clients.

What we're about
<p>Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:</p> <p>Connected by a cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.</p> <p>Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.</p> <p>Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.</p> <p>With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.</p>

About the role
<p>The Fleet & WHS Coordinator will be responsible for ensuring the fleet's reliability and operational efficiency, while maintaining compliance with safety regulations and reducing workplace incidents. The ideal candidate will possess excellent communication and organizational skills, as well as a strong understanding of fleet management and workplace safety practices.</p> <p>The Fleet & WHS Coordinator will play a vital role in maintaining and overseeing the fleet in Queensland. Working closely with the Logistics Team, the Coordinator will ensure the fleet is well-maintained, serviced, and inspected in a timely and effective manner. To achieve this, the Coordinator will need to balance the cost/benefit of servicing and maintenance, while also keeping detailed records of the fleet's upkeep.</p> <p>Responsibilities will also include scheduling regular vehicle maintenance to optimize operational efficiency. The Coordinator will liaise on national fleet strategies, and ensure effective</p>



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communication with the Logistics and driver teams. They will collaborate with the People Safety Lead to maintain compliance with workplace health and safety regulations, and guide staff in promoting and enforcing safe work policies and procedures.

Your Key Responsibilities

Be a positive and effective team member and bring the OzHarvest values to life:

- Demonstrate each value in every one of your actions and decisions
- Contribute to the successes of your team by supporting your team mates to be the best they can be
- Communicate honestly and openly at all times

Fleet & Equipment Coordination:

- Provide prompt and excellent service to all OzHarvest stakeholders
- Manage fleet dashboards for QLD and ensure the upkeep of the fleet
- Manage equipment for the fleet, sites, warehouses and offices to ensure compliance and safety are met
- Liaise with the Logistics Team to book in vehicles for scheduled servicing and maintenance
- Liaise with the Logistics Team to ensure efficient and effective use of the fleet and develop strategies to rotate vehicles and limit mileage
- Provide support to the Logistics Team for unplanned breakdowns
- Ensure invoices are verified, approved and forwarded for payment in a timely manner
- Ensure that records for invoicing and documentation connected to vehicles are kept up to date in Crittah
- Liaise with the National Logistics Manager on the development and implementation of vehicle retirement/replacement strategies
- Liaise with the Logistics Team to identify local service providers that will guarantee effective, cost-efficient servicing and maintenance of the vehicles, whilst maintaining and building on stakeholder relationships
- Develop strategies for minimisation of servicing and maintenance costs in QLD

Workplace Health & Safety:

- Work with the People Safety Lead and P&C Business Partner to develop policies and procedures aiming to reduce hazards and incidents that may cause damages to the fleet and injuries
- Work with the People Safety Lead and P&C Business Partner to ensure WHS compliance in QLD
- Work with the People Safety Lead and P&C Business Partner to promote and enforce safe work policies and procedures in QLD
- Communicate effectively with the Logistics Team and other staff to guarantee follow up and implementation of all safety strategies in QLD
- Work with the People Safety Lead and P&C Business Partner following up on all incidents and injuries in the workplace in QLD
- Work with the People Safety Lead and P&C Business Partner to develop Return to Work plans for staff and effectively advise and support the team to ensure compliance and safety in QLD



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- Work with the People Safety Lead and P&C Business Partner to develop, conduct, monitor and update risk and hazards assessments and any other documentation required under WHS regulation in QLD
- Ensure upkeep of all fire, electrical and other safety equipment in QLD

At OzHarvest we are a small organisation and there are fabulous opportunities for each of us to work together to contribute to deliver on our purpose to Nourish our Country. These could include a range of reasonable additional duties from time to time as required.

Personal Specifications

Qualifications

- Current driver's licence
- Current and valid Police Check

Skills, Knowledge & Experience

- Thorough understanding of the OzHarvest food rescue operation and systems
- Experience in managing internal and external relationships with stakeholders.
- Demonstrated problem-solving and planning skills, balanced with ability to make timely decisions to events and to prioritise in a fast paced environment.
- Understanding and ability to learn WHS legislation
- Attention to detail and accurate record keeping skills
- Well-developed time management and organisational skills

Personal Abilities and Aptitudes

- Demonstrated commitment and enthusiasm toward the purpose and values of OzHarvest
- Energetic, positive and proactive attitude
- Understanding that leadership is a responsibility and not a reward
- Ability to manage multiple stakeholders and multiple tasks
- Demonstrated communications skills and the ability to build and nurture relationships
- Demonstrated customer centric service approach
- Ability to work effectively under pressure

Employee Acknowledgement

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Employees Name: _____

Signature: _____ **Date:** _____