**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Quality School Systems and Support |
| **Job Title** | Vehicles Officer | **Designation** | Administrative Officer 3 |
| **Job Type** | Full Time | **Duration** | Fixed to 31/12/2020 |
| **Salary** | $61,242- $66,094 | **Location** | Alice Springs |
| **Position Number** | 30072 | **RTF** | 175111 | **Closing** | 21/10/2019 |
| **Contact** | Emma Schubert on 08 8951 1617 or emma.schubert@nt.gov.au  |
| **Agency Information** | <http://www.education.nt.gov.au/> |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed** **resume/cv**. For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) |
| **Information about Selected Applicant’s Merit** | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) |
| **Special Measures** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved **Special Measures** recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/special-measures) |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=175111>  |

**Primary Objective:** The Vehicles Officer provides administrative and accounts payable support in facilitating the efficient delivery of a range of vehicle services to schools in the Alice Springs and Barkly regions.

**Context Statement:** Quality School Systems and Support (QSSS) is focused on ensuring our systems support what schools need to achieve better outcomes for children and students. This position is based in Alice Springs and focuses on the hub towns of Alice Springs and Tennant Creek, where the Department of Education (DoE) employs almost 800 staff across 54 schools and offices in these regions.

**Key Duties and Responsibilities:**

1. Liaise with NT Fleet, other government agencies and industry; including the deployment, security, storage and parking, replacement, maintenance, and repair of vehicles.
2. Maintain QSSS Alice Springs and Barkly vehicles on the Vehicle Booking System (VBS).
3. Maintain a corporate credit card, follow NTG/DoE procurement processes, and process accounts payable.
4. Ensure vehicles are well maintained including the organising of servicing, repairs, monitoring of fuel cards and the coordinating of car parking.

**Selection Criteria**

**Essential:**

1. High level organisational skills and the ability to exercise initiative and flexibility in working in a team environment with minimal supervision.
2. Relevant experience in working with mainframe databases and computer applications, including Microsoft Excel and Outlook.
3. Good written and oral communication skills and an ability to interact effectively with people from diverse cultures.
4. A current NT C class and LR class Driver Licence or equivalent, or ability to obtain; with physical ability to drive manual 4x4 vehicles long distances on unsealed roadways.
5. Ability to work in workshop and outdoor conditions, including on Saturday mornings, and flexibly as required.

**Desirable:**

1. Working knowledge of NT Fleet procedures and processes.
2. Experience working with the NTG Electronic Invoicing Management System and the VBS.

**Further Information:** The successful applicant will need to hold a current Working with Children Clearance Notice and complete four-wheel drive training.

**Approved: 29/9/2019 Emma Deane, Acting Director Quality School Systems and Support South**