Position Description

Fleet Co-Ordinator

Classification:	Administration Officer Grade 3 (HS3 – HS25)
Business unit/department:	Procurement and Supply
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☒ (86 Mount St, Heidelberg - may require attendance at other sites per business requirements)
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Employment type:	Full-Time
Hours per week:	38 (+ ADO)
Reports to:	Deputy Director, Procurement and Supply
Direct reports:	None
Financial management:	None
Date:	November 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander Peoples. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

As a key member of the Supply and Procurement function, the Fleet Coordinator is responsible for the effective coordination and management of Austin Health's fleet of approximately 169 vehicles across its hospitals, clinical services and off-site locations, supporting approximately 2,000 registered drivers.

The role oversees the complete vehicle lifecycle, including acquisition, onboarding, utilisation, maintenance, compliance, repairs, incidents, infringements, reporting, replacement and disposal, ensuring fleet services are safe, fit for purpose, cost-effective and aligned with the operational needs of a complex healthcare environment.

Working collaboratively with internal stakeholders, suppliers, Finance, Procurement, Risk and operational teams, the Fleet Coordinator uses fleet data, utilisation trends and lifecycle information to support proactive forecasting, vehicle replacement planning and informed decision-making.

The role contributes to fleet strategies, policies, procedures and continuous improvement, with a progressive focus on vehicle acquisition, procurement processes, supplier management and end-of-life disposal. Activities must comply with Austin Health policies, Victorian Government procurement requirements, financial controls and relevant contractual, legislative and compliance obligations.

The Fleet Coordinator applies sound commercial, financial, risk and asset-management principles to optimise fleet utilisation, improve service delivery and maximise value across the vehicle lifecycle.

About the Directorate/Division/Department

The Fleet Coordinator sits within the Supply and Procurement function, reporting to the Deputy Director, Procurement and Supply. The role requires attendance across Austin Health's three main campuses and satellite locations, as operational needs dictate, alongside office-based and work-from-home arrangements.

The Supply and Procurement department operates within the Chief Financial Officer directorate, providing procurement, supply and clinical product selection support across Austin Health.

Position responsibilities

Fleet Co-Ordinator accountabilities of this role may include:

- Coordinate Fleet Operations – Manage day-to-day fleet activities, including vehicle allocation and utilisation, driver onboarding, pool vehicles, key access systems, fuel cards, logbooks, infringements, servicing, maintenance, repairs, incidents, insurance and cleaning.
- Manage Stakeholder Relationships – Work collaboratively with clinical, corporate and operational stakeholders to understand requirements, resolve issues and deliver effective fleet services.
- Ensure Fleet Compliance and Governance – Ensure vehicles, drivers and fleet operations comply with relevant legislation, Victorian Government requirements and Austin Health policies, procedures and standards, and contribute to policy development and review.
- Coordinate Vehicle Lifecycle Management – Coordinate the vehicle lifecycle from acquisition and deployment through to replacement and disposal, including requirements gathering, vehicle specifications, quotations, approvals, ordering, delivery, disposal and asset record updates, ensuring vehicles remain compliant, fit for purpose and deliver value across their lifecycle.
- Support Fleet Forecasting and Planning – Analyse vehicle age, kilometres, utilisation, lifecycle and lease arrangements to forecast replacement needs, future acquisitions and budget requirements.
- Monitor Fleet Performance and Reporting – Analyse utilisation, costs, maintenance and lifecycle data to identify trends, risks and improvement opportunities, and coordinate operational, financial, FBT and logbook reporting.
- Maintain Fleet Data and Systems – Ensure accurate and up-to-date vehicle, driver, utilisation and financial information across relevant fleet and organisational systems.
- Manage Supplier Performance – Maintain supplier relationships, monitor service delivery and performance, and support contract management, supplier evaluation and commercial matters.
- Drive Continuous Improvement – Identify opportunities to improve fleet processes, systems, controls, utilisation and whole-of-life value, including the adoption of fleet technologies and

initiatives.

- Provide Fleet Advice and Expertise – Provide operational advice, analysis and recommendations to the Fleet Procurement Specialist and stakeholders to support informed decision-making.
- Maintain Fleet Knowledge and Capability – Keep up to date with fleet management best practice, legislation, Government requirements and industry developments to support ongoing fleet capability.
- Support Multi-Site Operations – Attend Austin Health campuses and satellite locations as required to support fleet operations and stakeholder needs.
- Undertake Other Duties – Perform other duties within the scope of the position as directed by the Fleet Procurement Specialist.

Governance accountabilities may include:

- Maintain Governance and Legislative Compliance – Maintain knowledge of relevant Victorian and Commonwealth legislation, Victorian Government procurement requirements, Austin Health policies and procedures, and fleet-related regulatory obligations.
- Provide Governance Advice – Provide fleet-related procurement governance advice to the Fleet Procurement Specialist and relevant stakeholders to support compliant, transparent and accountable decision-making.
- Maintain Stakeholder Relationships – Develop effective working relationships with governance specialists at VicFleet, relevant government agencies and other stakeholders to support compliance and share best practice.
- Undertake Other Duties – Perform other duties within the scope of the position as directed by the Fleet Procurement Specialist or relevant management.

Selection criteria

Essential skills and experience:

- Proven knowledge in end-to-end Fleet Management methodologies;
- Demonstrated success in a similar operational role
- Demonstrated ability to take a deep dive into various data streams and perform data analytics. Good MS Excel skills and ability to navigate through Fleet management and ERP systems is essential;
- Ability to adapt and thrive in a new and unfamiliar work environment;
- The ability to quickly develop a thorough knowledge of Victorian Government guidelines and Victorian Government leasing policies;
- Demonstrated highly developed interpersonal, negotiation and communication skills particularly in the areas of dispute resolution and commercial matters;
- Demonstrated capacity to be a creative and innovative problem solver, setting parameters for others to use their initiative in problem solving;
- Excellent writing skills with an emphasis on the ability to write succinctly;
- Proven ability to be a team player, communicate effectively and can work diplomatically and proactively with a diverse range of peers and senior staff;
- Demonstrated ability to manage and meet deadlines

Desirable but not essential:

- Experience in Fleet Management;

- Experience in the health sector, including patient services environments;
- Tertiary and/or post graduate qualification in Business, Procurement, Supply Chain or related disciplines.

Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety
Austin Health is committed to creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and

exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

Equal Opportunity Employer
We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment
We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.