Government of **Western Australia**
Department of **Water and Environmental Regulation**

Job Description Form

Coordinator - Fleet

Position Number:	101947	Portfolio:	Strategy and Performance
Classification:	Level 4	Reports to:	Team Leader Accommodation, L5
Location:	Joondalup	Direct Reports:	Nil

Description

The Coordinator - Fleet coordinates the Department's vehicle fleet operations and associated accommodation services, undertaking fleet planning, vehicle lifecycle administration, utilisation monitoring, reporting, compliance and financial administration activities. The role provides specialist operational advice on fleet matters, supports vehicle replacement and transition initiatives, monitors compliance with legislative and departmental requirements, and contributes to the continual improvement of fleet and accommodation services.

Responsibilities

In context of above description, the role:

- Coordinates fleet management services across the Department, including the administration of leased and owned vehicles, vehicle allocation, replacement planning, utilisation monitoring, servicing and maintenance programs, accident management and vehicle compliance activities to support safe, efficient and cost-effective operations.
- Monitors fleet utilisation, expenditure, compliance and operational information, analyses trends and issues, and provides reporting, advice and recommendations to support informed decision-making and continuous service improvement.
- Coordinates fleet-related financial and administrative activities, including expenditure monitoring, payment processing, taxation reporting requirements, record management and associated compliance obligations, ensuring accuracy and accountability.
- Provides operational advice and support on fleet planning, vehicle replacement and fleet transition initiatives, contributing to the effective management of departmental fleet resources and services.
- Coordinates fleet management services, including fleet lease administration, maintenance activities, contractor liaison and associated service arrangements to support departmental operations.
- Maintains productive working relationships with stakeholders and service providers and prepares reports, correspondence, briefings and other documentation to support operational outcomes and business requirements.
- Identifies opportunities to improve business processes, systems and service delivery and contributes to the implementation of continuous improvement initiatives.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear Leadership Expectations. For this role, you will be a Personal Leader. Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our values. All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.



Work related requirements

Read these requirements in context of the above contents.

Essential

1. Demonstrated experience and sound knowledge in coordinating fleet management, accommodation and associated financial administration services, including vehicle lifecycle administration, utilisation monitoring, and the application of relevant policies, procedures, contracts and legislative requirements (You deliver on high leverage areas).
2. Demonstrated ability to research, analyse and interpret operational information, identify issues and risks, and provide evidence-based advice and recommendations to support operational and business outcomes (You think through complexity).
3. Demonstrated experience in undertaking reconciliation, budgeting, reporting and financial administration activities, ensuring accuracy, compliance and accountability in accordance with organisational and legislative requirements (You deliver on high leverage areas).
4. Demonstrated ability to monitor compliance with policies, procedures, contractual obligations and legislative requirements, maintain accurate records and reporting processes, identify risks, and contribute to the development and maintenance of effective governance practices (You embody the spirit of public service).
5. Demonstrated ability to build and maintain productive working relationships with a range of internal and external stakeholders and communicate effectively through the preparation of reports, correspondence, briefings and advice (You lead collectively).
6. Demonstrated ability to work collaboratively as a member of a team and contribute to service improvements through the identification of opportunities, implementation of initiatives and sharing of knowledge and expertise (You lead adaptively).

Desirable

7. You have knowledge of State Government reporting processes, including an understanding of the *Financial Management Act 2006* and Treasurer's Instructions.
8. You demonstrate experience in the use and support of financial management systems, preferably TechnologyOne Financials.

Special requirements

- The department will conduct a national police check before offering employment.