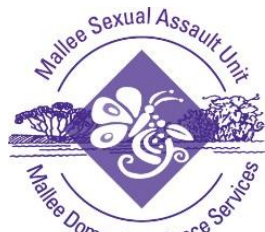




## Mallee Sexual Assault Unit – Mallee Domestic Violence Service

### POSITION DESCRIPTION: Facilities and Procurement Coordinator

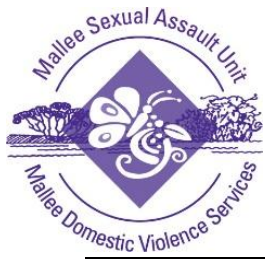
<b>Our Values:</b>	<p>Our values reflect the way we interact, connect and work with clients, partner agencies and with one another.</p> <ul style="list-style-type: none"> <li>• We put your <b>safety</b> and wellbeing at the centre of everything we do.</li> <li>• We <b>respect</b> the dignity and autonomy of each person.</li> <li>• We are trustworthy, <b>ethical</b> and transparent.</li> <li>• We advocate and act with <b>courage</b> to address inequity and shape a better future.</li> <li>• We communicate and <b>collaborate</b> to achieve shared goals.</li> <li>• We <b>learn</b>, innovate and embrace change to achieve outcomes that matter.</li> </ul>
<b>Our vision:</b>	<p>Futures free from sexual and family violence.</p>
<b>About us:</b>	<p>Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Service (MDVS) is a not-for-profit community organisation that provides family, domestic and sexual violence services and advocacy to support everyone in the Mallee region to be safe. Funded primarily by the Victorian Department of Families, Fairness and Housing, we deliver a range of programs focused on prevention, safety, connection and healing. Our programs span from crisis care to therapeutic services providing specialist support for victim survivors of sexual or family violence from first contact through to recovery.</p> <p>We are committed to:</p> <ul style="list-style-type: none"> <li>• Ensuring victim survivors of family violence are safe and those who use violence are held accountable.</li> <li>• Welcoming and supporting people of all backgrounds, ethnicities, cultures, ages, gender identities, sexual orientations, and abilities.</li> <li>• Recognising children as victim survivors of family violence in their own right, and being a child safe organisation</li> <li>• Providing seamless integration of care between providers to ensure best possible outcomes and experience for clients</li> <li>• Providing specialist care that is trauma informed, strengths based, and evidence informed</li> </ul> <p>The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to victim survivors of sexual assault and domestic and or family violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information, and referral services. The service is non-discriminatory, providing equity of access to all victim survivors and significant others of sexual assault and domestic and or family violence.</p> <p>In the Northern Mallee region, centre-based sexual assault and family violence services are provided in Mildura (24-hour response). Services are also provided flexibly and on-demand in Robinvale, Ouyen, Mallee Track, Dareton, and Wentworth.</p> <p>In the Southern Mallee, centre-based sexual assault and family violence services are provided in Swan Hill (24-hour response). Services are also provided flexibly and on-demand in Kerang, Cohuna, Sea Lake, Wycheproof, Balranald, and other towns throughout the Buloke and Gannawarra Shire.</p>



## Mallee Sexual Assault Unit – Mallee Domestic Violence Service

### POSITION DESCRIPTION: Facilities and Procurement Coordinator

<b>Position Title</b>	<b>Facilities and Procurement Coordinator</b>
<b>Position number</b>	25 / 012
<b>Program</b>	Finance and Corporate Services
<b>Classification and Award</b>	Social, Community, Home Care and Disability Services Award 2010 – Level 5
<b>Salary range</b>	\$100,783 - \$105,350 per annum
<b>Location</b>	Mildura
<b>Employment status</b>	Full time
<b>Hours per week</b>	38 hrs per week <i>with an option to work</i> 40 hrs per week with an RDO once every 4 weeks
<b>Reporting Manager</b>	Executive Manager Finance and Corporate
<b>Direct Reports</b>	Facilities Support Officer
<b>Other Key Relationships</b>	Safety & Wellbeing Coordinator, Administration Assistant Finance
<b>Position Objectives</b>	The position will facilitate the administrative operations that underpin our fleet, facilities, infrastructure, procurement process and contract management. Your contributions will ensure smooth, efficient and effective support for the organisation and its staff.
<b>Key responsibilities</b>	<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>Develop and maintain a preventative cyclical maintenance schedule for all facilities</li> <li>Manage Maintenance and repair activities for facilities, liaising with the occupants and external contractors.</li> <li>Project manage building fit outs and alterations.</li> <li>Facilitate proactive and reactive maintenance, ensuring proper resource allocation and adherence to tender obligations</li> </ul> <p><b>Procurement</b></p> <ul style="list-style-type: none"> <li>Develop and maintain the procurement processes for the organisation including <ul style="list-style-type: none"> <li>Identifying preferred suppliers</li> <li>Establishing and maintaining supplier service level agreements,</li> <li>Monitor suppliers' compliance requirements</li> </ul> </li> <li>Ensure that procurement activities are in accordance with established policies, meet business needs and deliver value for money.</li> </ul>



## Mallee Sexual Assault Unit – Mallee Domestic Violence Service

### POSITION DESCRIPTION: Facilities and Procurement Coordinator

	<ul style="list-style-type: none"> <li>• Coordinate the organisation, retention, reporting and maintenance of procurement records.</li> <li>• Identify opportunities to improve purchasing processes and achieve cost savings.</li> </ul> <p><b>Tenders</b></p> <ul style="list-style-type: none"> <li>• Develop, prepare and audit technical specifications and documents to enable the procurement of contractors to provide goods and services associated with operating and maintaining the facilities.</li> <li>• Assist with the preparation and/or review of tender and purchasing documents, policies and procedures related to any procurement activities carried out by MSAU-MDVS.</li> <li>• Coordinate tender openings, the issue of tender documents and tender evaluations, ensuring the security of all tender documents and evaluation documents.</li> </ul> <p><b>Fleet</b></p> <ul style="list-style-type: none"> <li>• Establish a fleet management strategy that ensures vehicles are fit for purpose, have an identified life cycle and meet capital budget requirements.</li> <li>• Coordinate and manage insurance claims and repairs.</li> <li>• Oversee the maintenance of f accurate internal fleet records.</li> <li>• Manage and monitor the process involved in the acquisition and disposal of fleet assets and ensure that appropriate audit trails are maintained.</li> </ul> <p><b>Asset Management</b></p> <ul style="list-style-type: none"> <li>• Maintain the Asset Register and record any movements.</li> <li>• Perform periodic stocktake of assets, advise of missing or damaged assets.</li> <li>• Manage IT and Mobile Phone Registers</li> <li>• Source new assets as required for on-boarding.</li> </ul> <p><b>Contract Management</b></p> <ul style="list-style-type: none"> <li>• Administer the Contract Management Database and Register for all assets.</li> </ul> <p><b>Vendor Relationships</b></p> <ul style="list-style-type: none"> <li>• Ensure all contractors and suppliers have current agreements in place including Service Level Agreements (SLAs) and agreed rates.</li> </ul> <p><b>Security Systems</b></p> <ul style="list-style-type: none"> <li>• Ensure that appropriate security arrangements are in place over assets and facilities.</li> </ul>
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## Mallee Sexual Assault Unit – Mallee Domestic Violence Service

### POSITION DESCRIPTION: Facilities and Procurement Coordinator

	<ul style="list-style-type: none"> <li>Oversee the issuing of keys and fobs to staff and contractors.</li> </ul> <p><b>Special Projects</b></p> <ul style="list-style-type: none"> <li>Assist with procurement functions for special projects as required.</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>Experience in procurement process and supplier relationships.</li> <li>Knowledge of fleet management.</li> <li>Knowledge and understanding of asset management.</li> <li>Basic budgeting or cost analysis knowledge to support the actioning of procurement tasks, and to make informed procurement decisions.</li> <li>Ability to build strong working relationships with all key stakeholders.</li> <li>Strong administration, planning and coordination skills with the ability to prioritise and handle a varied workload.</li> <li>High level of organisational skills and attention to detail.</li> <li>Proficiency in the Microsoft Office Suite and other relevant software applications and tools.</li> <li>Flexibility and responsiveness to thrive in a dynamic work environment.</li> </ul>
<b>Specialist expertise/experience</b>	<ul style="list-style-type: none"> <li>Proven experience in a role focused on fleet and facilities management.</li> <li>A minimum of 2 years' experience in a purchasing or procurement role.</li> <li>Experience in using a Contract Management System.</li> <li>A good understanding of relevant legislation.</li> </ul>
<b>Pre-employment checks</b>	<p>All appointments require:</p> <ul style="list-style-type: none"> <li>Reference checks</li> <li>National criminal records check (Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search)</li> <li>Pre-employment misconduct screening</li> <li>Working with Children Check both for Victoria and New South Wales</li> <li>Current Driver's Licence</li> <li>Evidence of the Right to Work in Australia.</li> </ul>
<b>Cultural safety in the workplace</b>	<p>Mallee Sexual Assault Unit, Mallee Domestic Violence Services recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge, and experience to the workplace. They also contribute important insight into how Mallee Sexual Assault Unit, Mallee Domestic Violence Services can provide for and engage with Indigenous clients and communities more effectively.</p>



## Mallee Sexual Assault Unit – Mallee Domestic Violence Service

POSITION DESCRIPTION: Facilities and Procurement Coordinator

<b>Conditions of Employment</b>	<p>Salary and conditions are in accordance the SCHADS AWARD 2010.</p> <p>Salary Packaging of Capped Living Expenses, Meals, Entertainment &amp; Accommodation &amp; Venue Hire Benefits, Remote Areas Benefits and Novated Leasing is offered with this position.</p> <p>Monthly RDO accrual for full time employees based on their 40-hour working week.</p> <p>All offers of employment are subject to a satisfactory Criminal History Check, Working with Children's Check NSW &amp; Vic and current Driver's Licence.</p> <p>All offers of employment with Mallee Sexual Assault Unit - Mallee Domestic Violence Services are subject to a six-month probationary period.</p> <p>All staff members will be asked to participate in an Annual Performance Review.</p> <p>Pre-existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.</p>
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### Acceptance of Position Description requirements

To be signed upon appointment

#### Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_