

# Office & Vehicle Services Co-ordinator

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## Kaupapa | Purpose

**Reports to:** Head of Facilities

**Team:** Wintec

**Remuneration:** IEA Band 3 (\$59,700 to \$74,600)

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## Ngā mahi | Do

- To provide a high standard of administrative delivery to the Regional Property Manager & Facilities Team
- To lead the effective and efficient delivery of all vehicle services for Wintec
- Assist in providing best practice emergency management across the organisation
- To act as the Safety and Wellbeing representative for the Facilities team
- A customer service focus is demonstrated, where customers (internal and external) are treated in a professional and courteous way
- Partnerships are developed and maintained with stakeholders and contractors to Wintec as required to meet customer needs
- Customer needs are met and queries/requests are followed through in a timely way
- Manages owned and leased vehicles from procurement to disposal
- This includes maintaining associated warrants, services, safety checks and grooming as appropriate
- Provides an effective and documented process for the above management of all relevant contracts
- Responsible for day-to-day oversight of fleet; utilisation is reported on and reviewed regularly to ensure business requirements are met
- Creates an environment in which stakeholders experience very high service, where

work is conducted behind the scenes with the absolute minimum of disruption to their experience

- Review and implement vehicle use policy
- User behaviours are monitored regularly and addressed accordingly
- Manage parking contract including overseeing day to day practices
- Review and implement parking management policy
- Achieves financial objectives by monitoring
- Facilities cost centres and the vehicles budget; scheduling expenditures, analyzing variances, initiating corrective actions
- Creates and maintains strong relationships with the Finance team
- Fulfils reporting requirements accurately, meeting specified standards and within agreed timeframes
- Provides a friendly, knowledgeable and professional point of contact for students, staff and external clients and contribute to our customer service culture
- Tracks stationery and refreshment supplies within the Unit and catering supplies throughout the organization
- Organises and assists with meetings specific to the position, including but not limited to the booking of venues, catering and carparks, preparing meeting documentation, data and funding application spreadsheets, and recording meetings
- Promotes a positive and friendly team culture
- Arranges travel and accommodation as required, including vehicle rentals
- Performs other duties as may be reasonably required from time to time

### **Health and safety management accountabilities are understood and applied.**

#### **Individual and staff H&S outcome and objectives**

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimized
- Staff in the area of responsibility are involved in the hazard management

## **Wintec culture**

- Observes Wintec's mission, strategies, priorities and values in all activities
- Follows all Wintec and Te Pūkenga's policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)
- Demonstrates an understanding of and commitment to Wintec | Te Pūkenga mission, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

## **Other duties**

- Performs other duties as may be reasonably required from time to time

## **Demonstrate commitment to:**

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

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## **Pūkenga | Have**

### **Education, Training and Experience**

- Qualification in administration, financial and office management/systems. Knowledge of Microsoft Office

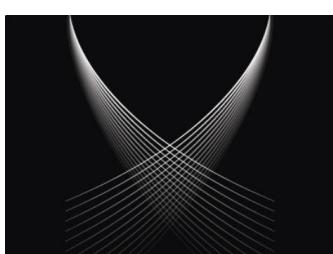
- Significant relevant administrative experience, including working to deadlines, regulations and guidelines
- Facilities management industry experience
- Finance, word processing and administrative experience
- Ability to prepare high quality reports within specified timelines
- Able to exercise judgement in problem solving
- Have the ability to be innovative, to question the status quo and to adapt to changing circumstances
- Highly developed interpersonal and relationship skills
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes
- Proactive and responsive customer service attitude with a focus on internal and external customer needs

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## Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

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# **Ngā Hononga Mahi | Working relationships**

## **Internal:**

Academic Staff / Administration Staff / Advisors/Consultants / Department Managers /  
Directors / Heads of School/Centre Directors / Team Managers/Team  
Leaders/Coordinators / Dean of Faculty

## **External:**

Government agencies / Business / Industry / Community / Consultants / Ākonga /  
learners

## **Resource delegations and responsibilities:**

**Financial:** Nil

**People:** Nil