

Position Description

Depot Hand/Driver

Reports To:	Assets and Facilities Manager
Base Location:	Fitzroy Crossing, WA
Hours of Work:	38
Organisational Unit:	Assets and Facilities
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Level 3

POSITION CONTEXT

Under the direction of the Assets and Facilities Manager, the Depot Hand/Driver is accountable for provision of a broad range of support services and activities to the Assets and Facilities Department to ensure the operational effectiveness of the Organisation's Depot. This Department is responsible for all MWWAC assets including vehicles, plant and equipment, as well as a facility management program including inspections, maintenance and compliance with WHS, safety standards and industry codes.

ABOUT OUR ORGANISATION

Marra Worra Worra Aboriginal Corporation was established in the late 1970s by the people of the Fitzroy Valley and is the largest and oldest Aboriginal resource agency in the Kimberley. The primary aim of Marra Worra Worra is to work with Bunuba, Gooniyandi, Wangkatjungka, Walmajarri and Nyikina groups in the Fitzroy Valley to strengthen culture, support community and create sustainable employment solutions.

Core program delivery reflects our vision and mission and encompasses:

- Community Development Program;
- Housing Management and Tenancy Support;
- Youth ConneXion Night Patrol service;
- NDIS Community Connector program;
- Remote School Attendance program;
- Waste Management Social Enterprise; and
- Karrayili Adult Education Training Centre.

In addition, Marra Worra Worra has a broad range of investments and interests to diversify its revenue and to create further opportunities for people in the Fitzroy Valley. This includes the Fitzroy Hardware and Ngiyali Roadhouse, which are wholly owned subsidiary entities.

CAPABILITY SUMMARY

The Marra Worra Worra Capability Framework applies to all Marra Worra Worra employees. Demonstrated capacity to meet the below capabilities is a requirement of the role.

CAPABILITY GROUP	CAPABILITY NAME
Personal Attributes	<p>Culturally Responsive Values diversity as a strength</p> <p>Inclusive Recognises the rights of others</p> <p>Ethical Has integrity and principles</p> <p>Collaborative Works with others to attain goals and achieve</p> <p>Flexible Adapts to changing circumstances in the workplace</p>
Relationships	<p>Community Relations Collaborate with others to support positive client outcomes</p> <p>Professionalism Be ethical and professional, and adhere to Marra Worra Worra Values</p> <p>Communication Communicates in a culturally responsive manner and conveys clear messages to others</p> <p>Leadership and Team Work Motivate and engage staff and develop capability and potential in others</p>
Service Delivery	<p>Client Outcomes Achieves results through efficient use of resources and a commitment to quality client outcomes</p> <p>Creativity and Innovation Encourage and suggest new ideas and show commitment to improving services and ways of working</p> <p>Plan and Prioritise Plan to achieve priority outcomes and respond flexibility to the changing environment</p>
Resources	<p>Financial Management Be a responsible custodian of organisational funds and apply processes in line with legislation and policy</p> <p>Equipment and Assets Use, allocate and maintain work tools appropriately and manage assets responsibly</p> <p>Technology and Information Use technology and information to maximise efficiency and effectiveness</p>
Technical Expertise	<p>Business Certificate III in Business or similar</p>

KEY RESPONSIBILITY AREAS

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<p>Relationships</p> <ul style="list-style-type: none"> Establish and maintain productive relationships within MWWAC and the community. Ensure relationships are founded upon integrity, are consistent with MWWAC objectives and are mutually beneficial. 	<ul style="list-style-type: none"> The Assets and Facilities Department is a key organizational unit within MWWAC. Positive and cooperative relationships with staff, partner organisations, contractors, and community members are sought out, promoted and maintained.
<p>Service Delivery</p>	<ul style="list-style-type: none"> Load, unload and sort deliveries. Stock storage management. Coordinate and make deliveries to local and remote communities. General housekeeping of the Depot grounds, make

	<p>improvements where required.</p> <ul style="list-style-type: none"> • Completion of routine depot compliance, maintenance and inspection tasks. • Uses initiative to follow up and resolve issues where required.
Record Keeping	<ul style="list-style-type: none"> • Assists with the maintenance of accurate records. • Has knowledge of Policies, Procedures and Standards relevant to the Assets and Facilities Department.
Administration and Documentation	<ul style="list-style-type: none"> • Ensures that all documentation is accurate and completed in a timely and professional manner. • Maintains records and accurate data. • Regular attendance at team and staff meetings
<p>Work Health and Safety</p> <p>Safe workplaces and environments are provided and maintained for Staff, service users and external stakeholders.</p>	<ul style="list-style-type: none"> • Steward health, safety and wellbeing across all depot activities • A positive workplace culture free of bullying, harassment and discrimination is promoted. • All reasonable and practical steps to ensure the safety, health and welfare of all staff and service users in accordance with legislation and policies are taken. • Immediate intervention occurs wherever unsafe work practices are observed. • Notifiable incidents and/or WHS events of concerns are reported in a timely manner. • Site-based and Activity-based risk assessments are completed and maintained.
<p>Aboriginal Ways of Working</p> <p>Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities, representative and/or Statutory Bodies.</p>	<ul style="list-style-type: none"> • Marra Worra Worra is recognised as the lead organisation in working with Bunuba, Gooniyandi, Nyikina, Walmajarri, and Wangkatjungka to strengthen culture. • Aboriginal clients, staff, communities, and Statutory Bodies are supported in a way which protects and respects their cultures.
<p>Quality in all We Do</p> <p>All operations are conducted with a commitment to quality which align with quality management principles.</p>	<ul style="list-style-type: none"> • Operations are conducted in accordance with Marra Worra Worra's Quality Management Framework.
<p>Additional Duties</p> <p>Other duties as reasonably required</p>	<ul style="list-style-type: none"> • Duties are completed in a timely manner

ESSENTIAL CRITERIA

Essential Criteria

- Current driver's licence (manual) with HR endorsement
- Forklift licence
- Knowledge of weight distribution, strapping and load restraints
- Flexible and able to prioritise workload.
- Ability to perform manual handling.

- Ability to successfully complete daily tasks with competing deadlines, meet established budgets and timelines.
- Sound interpersonal and communication skills, including the ability to consult and liaise effectively with a range of people.

Desirable Criteria

- Understanding of the social, economic and environmental factors impacting on local (rural and remote) communities.

Credentials Check

It is a requirement of the role to provide a National Police Certificate. In addition, Marra Worra Worra Aboriginal Corporation may undertake any other credential checks to verify ongoing suitability to the role.

Marra Worra Worra Aboriginal Corporation reserves the right to immediately terminate employment where it is deemed previous criminal (unspent) charges, or pending charges, may bring the organisation and/or programs and services delivered by the organisation, into disrepute.

EMPLOYEE ACKNOWLEDGEMENT/AGREEMENT

I acknowledge and agree that I have read, understood and accept the above position description of **Depot Hand/Driver** as part of the terms and conditions of my employment with Marra Worra Worra Aboriginal Corporation.

I further understand the position description is designed to provide a general understanding of the role and may encompass additional responsibilities within my experience in order to meet the organisation's objectives.

I also acknowledge that Marra Worra Worra Aboriginal Corporation operates in diverse region and the ability to travel and work throughout the region may occur at short notice.

Printed Name

Signature

Date