



# Transport Services Coordinator

**CAMPUS SERVICES AND PROCUREMENT**  
DIVISION OF ADMINISTRATIVE SERVICES



## About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

### Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

### QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

## About the Division of Administrative Services (DAS)

The Division of Administrative Services plays an integral role in assisting the University to achieve its teaching, research and service goals in two important ways: firstly by providing management and support services in relation to students and staff through a range of operations; and secondly through its role as the custodian of the University's legislative obligations and standards, governance and policy.

## About the Position

The Transport Services Coordinator is responsible for providing a high level of client service in relation to transport matters including QUT fleet, public transport, active transport, the intercampus bus, parking and enforcement. In addition, the Transport Services Coordinator is responsible for the administration, operation and maintenance of the QUT bookable vehicle fleet. The position will provide support to the Integrated Transport Services team as required.

This position reports to the Manager Integrated Transport Services for supervision, workload management and for performance planning and review (PPR). The position will liaise with staff at all levels of the organisation, as well as members of the public in providing administration support to the Integrated Transport Services office.

### Key responsibilities include:

- Delivering a high-quality client focused service to colleagues and university customers through the provision of appropriate, timely and courteous responses to requests for transport services and related information.

- Preparation of documentation such as routine correspondence and reports relating to matters regarding Integrated Transport Services.
- Maintenance of appropriate records and management systems relevant to transport services using a range of software systems.
- Ensuring QUT transport services and operations are compliant with relevant legislation including but not limited to the Financial Accountability Act 2009 (Qld), QUT Act (1998), State Penalties Enforcement Act (1999), Transport Operations (Road Use Management) Act 1995 and assist with internal and/or external audits.
- Coordination of a range of fleet management services including but not limited to:
  - administering the fleet management system and ensuring maintenance and cleaning of equipment and vehicles is completed as per requirements.
  - ensuring that Integrated Transport Services contracts are administered in accordance with University policy and procedures.
  - investigating, sourcing and recommending vehicle leasing and purchasing options for QUT, including the preparation of required documents and procurement plans.
  - assisting Faculties to procure or lease vehicles according to approved QUT procurement processes and be responsible for registrations, toll cards and fuel cards for QUT Fleet vehicles.
  - administering FBT reporting requirements and monthly journaling for Fleet charges including the use of QUT corporate databases.
  - overseeing the Fleet Management System and establishing protocols for records management within the system.
- maintaining a register of the section's and QUT assets including vehicle assets as required and conduct the annual stocktake of equipment.
- Assistance in the delivery of education and awareness to QUT staff, students and members of the general public in relation to transport services.
- Overseeing the operation and maintenance of QUT bicycle facilities.
- Providing support to the Manager, Integrated Transport Services to implement transport services vision, principles and goals.

- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses

### **Type of appointment**

This appointment will be offered on an ongoing, full-time basis.

### **Location**

Kelvin Grove campus.

## **Selection Criteria**

1. Education, training and/or relevant experience equivalent to the completion of a degree combined with relevant work experience.
2. Proven ability to analyse, interpret and report on quantitative and qualitative data, providing reliable, actionable insights.
3. Demonstrated ability to apply reasoning, judgement and analytical skills in resolving routine issues in a complex environment.
4. Demonstrated written communication skills with the ability to draft and edit a diverse range of high quality materials.
5. Demonstrated critical thinking skills and ability to contribute effectively to policy and procedural review, and continuous improvement.
6. Demonstrated ability to connect and collaborate with colleagues and stakeholders in a team-based environment to achieve quality outcomes.

### **Remuneration and Benefits**

The classification for this position is Higher Education Worker Level 6 (HEW6) which has an annual remuneration range of \$92,133 to \$99,761 pa. Which is inclusive of an annual salary range of \$78,747 to \$85,266 pa and 17% superannuation.



In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

### Information for applicants

For further information about the position, please contact Leigh Burgess, Manager Integrated Transport Services, on (07) 3138 3561; or for further information about working at QUT contact Human Resources on (07) 3138 4104

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal

circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

### How to Apply

For further information and to apply, please visit [www.qut.edu.au/jobs](http://www.qut.edu.au/jobs) for reference number **21159**.

**Applications close 14 February 2021.**