



Position Description

Position Title:	Fleet Officer
Reports To:	Fleet Manager
Position Type:	Permanent Full Time
Office (base of operations):	MRNSW State Headquarters - Cronulla

Purpose Statement

Marine Rescue NSW (MRNSW) operates the largest rescue fleet in the Southern Hemisphere, made up of over 90 rescue vessels in commercial survey. MRNSW services the extensive NSW coastline and high activity harbours and inland waterways 24/7. In addition to the significant asset management responsibilities that relate to a fleet of this size, the next phase of an intensive fleet modernisation program has also commenced with a mandate of building/refurbishing over 30 rescue vessels in the next four (4) years.

Reporting directly to the Fleet Manager the Fleet Officer will play a pivotal role in meeting the goals of the Fleet Modernisation Program as well as maintaining and enhancing operational capacity through the management of rescue vessels and supporting equipment and systems, with a particular focus on compliance and WHS. They will be focused on ensuring capital rescue assets and related equipment is safe, fit-for-purpose, meets all legislative and regulatory standards, and that rescue personnel are supported by robust policy, procedure and quality assurance systems. They will be responsible for supporting significant capital projects valued in millions of dollars per year, with a continuing focus on innovation and will take a lead role in reviewing the strengthening policy related to auxiliary equipment and systems including slipways/winch/berths and refuelling/fuel storage.

The Fleet Officer will contribute to and liaise with all levels and portfolio areas of the organisation and with other emergency services, government (local/state/federal), industry partners and the boating public. They will establish a robust awareness & practical understanding of marine rescue & the maritime sectors in Australia.

Key Relationships (Internal):	Fleet Manager Volunteer Units/Members Commissioner and Deputy Commissioner Chief Financial Officer /Finance Team Fleet Advisory Team MRNSW Staff
Key Relationships (External):	Australian Maritime Safety Authority (AMSA) Roads and Maritime Services (RMS) Boat Builders Electronics/Engine/Other Suppliers and Service Agents Private Surveyors Government and industry bodies/committees NSW/Australian/International Emergency Service and Marine Rescue organisations

Responsibilities of the role contribute to the MRNSW Strategic Plan; including:

VISION	<i>Provision of a world class volunteer rescue service to prevent injury and death on NSW waterways</i>
MISSION	<i>Saving lives on the water</i>

Strategic Objectives

OUR PEOPLE	<i>A motivated and professional volunteer membership, able to meet current and future demands</i>
OUR SERVICE	<i>The provision of a world-class 24/7 volunteer-based rescue, communications and safety education service</i>
OUR ORGANISATION	<i>A leading volunteer-based emergency service, acting collaboratively at all levels and with our partners and stakeholders</i>
OUR BUSINESS	<i>Application of sound business principles to ensure the long-term financial and management sustainability of the organisation</i>

Knowledge, Skills and Experience

Essential
<ul style="list-style-type: none"> • Commitment to working in support of volunteers • Acumen for planning and project management, with an ability to integrate analytics with commercial and business acumen to inform decision making • Experience in fleet management and understanding of the maritime sector and vessel construction and maintenance processes (or procurement and fleet/asset management experience in another commercial entity/emergency service/govt department) • Experience and understanding of maritime legislation, regulations and best-practice related to domestic commercial vessels (or similar relatable experience in an emergency service or government context) • Experience in resource and policy/procedure development • Sound knowledge and acumen in budgeting and financial management • Leadership and people skills • Excellent written and oral communication skills + computer literacy and high competency in MSOffice • Excellent time management / planning skills • Understanding of the importance of ethics and confidentiality • Flexible attitude to work, including occasional work outside of normal business hours incl on weekends, and some state-wide/national travel • Current Class C driver's licence (or demonstrated ability to immediately obtain) • Australian/New Zealand Citizen or permanent resident, or demonstrated legal ability to work in Australia within the next 3 months
Highly Desirable
<ul style="list-style-type: none"> • Commercial maritime/marine qualifications and experience (or similar) • Tertiary qualifications in a related field • Proven experience in risk management / WHS compliance management • An understanding of WHS legislation and risk management principles • Experience within a community organisation and/or emergency service, as a volunteer and/or staff member

Key Responsibilities:

Strategic	
Accountabilities	Key Performance Indicators (KPI's)
<ul style="list-style-type: none"> • Contribute to the development of MRNSW Strategic, Business and Project Plans and Budgets; • Take a support role in managing and reviewing preferred supplier arrangements; • Support the programs, policies and resources relating to Fleet Operations and other departments as determined by the MRNSW strategic/business plans; • Represent MRNSW and engage with government, emergency services and industry on relevant topics and in relevant committees and forums as appropriate; • Strengthen data-sharing and procedural interaction with partner agencies. 	<ul style="list-style-type: none"> • Constructive contributions to MRNSW strategic, business, project plans and budgets; • Improve operational effectiveness and efficiency through supply agreements; • Achieve quality outcomes from relevant programs and projects, and ensure currency; • Contribute and consistently represent MRNSW to a high level of professionalism across all sectors and levels.
Procurement and Asset Management	
<ul style="list-style-type: none"> • Support the MRNSW Fleet Modernisation Program • Support vessel builds/procurement or refurbishment contracts from start to finish; • Maintain and support vessel servicing, repairs and maintenance programs; • Maintain fleet related livery/brand standards and requirements; • Support the management of fleet related operational gear and equipment issues and projects; 	<ul style="list-style-type: none"> • All capital builds, refurbishments and projects meet budget and approved timeframes and adhere to minimum standards and requirements (incl 2C Survey / State Rescue Policy); • All vessels, vehicles and related equipment fit-for-purpose and meet MRNSW policies/guidelines; • Preferred supplier agreements established and maintained including for outboards, electronics and boat builds;

<ul style="list-style-type: none"> Establish relationships with boat builders, preferred suppliers & agents including supporting service level agreements with supplier and technical providers; Take a lead role with managing the company fleet of vehicles & trailers; Support and analyze fleet related insurance claims and asset sales in conjunction with the CFO. 	<ul style="list-style-type: none"> Insurance matters responded to in a timely manner, with effective record keeping. Maintain robust and consistently accurate databases and records.
Research and Development	
Accountabilities	Key Performance Indicators (KPI's)
<ul style="list-style-type: none"> Establish, support and chair the Fleet Advisory Team; Initiate and support research and development projects/reviews relating to fleet equipment or other initiatives/opportunities; Assist in grant proposals and other funding opportunities to support fleet projects and programs; 	<ul style="list-style-type: none"> Meetings effectively administered and outcomes reported and acted on in a timely manner; Consultative and research-focused methodology applied to reviews and R&D projects; Funding opportunities for fleet projects identified and supported.
Legislation, Policy and Procedure	
Accountabilities	Key Performance Indicators (KPI's)
<ul style="list-style-type: none"> Maintain a high level of awareness of fleet-related legislation, regulations, policy and procedures; Administer vessel survey inspection and operational readiness inspection programs and databases; Manage vehicle/trailer registrations & requirements; Support incident reporting requirements as set by AMSA for commercial vessels; Support training resource and pathway development projects related to vessels and equipment; Develop & support vessel and operational equipment policy/procedure/guideline development as required; Maintain fleet & related asset databases; Strengthen fleet related logs/forms and data-collection methodology; Manage the SMS database for all vessels; 	<ul style="list-style-type: none"> Expertise established regarding NSCV, Exp24, Maritime Safety Act, Marine Rescue NSW SOPs and other related federal, state and organisational policy and procedures; All vessels and assets operating legally and to minimum requirements as set by AMSA, RMS, State Rescue Board and MRNSW; Inspections reported on effectively and issues identified and acted on in a timely manner; Effective information and data management and reporting. Systems and procedures for slipways/winches and fuel reviewed and enhanced.
Member Safety and Wellbeing	
Accountabilities	Key Performance Indicators (KPI's)
<ul style="list-style-type: none"> Manage the review of related legislation/regulations and guidelines pertaining to slipways/winches/berths and fuel storage/refuelling, and strengthening of SOPs; Support MRNSW fleet incident reporting and investigations, including administration of incident databases and lessons-learnt actions; Support and promote framework and standards for member wellbeing and protection; Support and administer WHS resources and provide guidance to units in line with legislation requirements where related to fleet and relevant equipment. 	<ul style="list-style-type: none"> All vessels, vehicles and related equipment fit-for-purpose and meet WHS requirements; Member safety and wellbeing is actively promoted throughout the year; Requirements actioned within agreed time frames; Demonstrates duty of care, considers own safety and safety of others; Consistently apply a risk management and WHS compliant approach to all activities.
General	
<ul style="list-style-type: none"> Facilitate and support MRNSW events related to Fleet (and others as required); Attend to other reasonable duties/projects/tasks as requested by the Commissioner or Deputy; Maintain effective & positive relations with internal MRNSW staff, volunteers & external stakeholders to achieve MRNSW objectives; 	<ul style="list-style-type: none"> Show initiative and exceptional attention to detail; Receptive and open to feedback, and maintains a positive and professional attitude; Contribute and promote the exchange of information throughout the organisation; Regularly meets with Fleet Manager to discuss performance, plans and current issues.

Working Conditions

Marine Rescue NSW offers a highly attractive and flexible working environment based at its South Cronulla Headquarters on the shore of the beautiful Port Hacking waterway. With your own dedicated office, ample free parking and a short walk to Cronulla train station, travelling to work should be low stress. Adjacent cafes, waterways, beaches, parks and walking tracks support a healthy active lifestyle and a positive work-life balance.

Base-line work hours will be 0830-1700hrs, Monday-Friday, however, the nature of working in a volunteer-based organisation means the role (on occasion) may be required work outside of regular business hours, including on weekends. Any weekend work shall be offset by 'rostered days off' taken immediately after weekend work in line with approved work plans and as coordinated through the Deputy Commissioner.

The Organisation

Marine Rescue NSW (MRNSW) is an essential emergency service and protects the NSW community by providing marine search and rescue response, monitoring marine radio traffic and delivering safety education programs.

MRNSW is made up of more than 3,000 volunteer members in 44 Units along the coastline from Point Danger to Eden and inland on the Alpine Lakes and Murray River, with more than 90 rescue vessels. Public marine radio monitoring and communication/coordination activities are delivered from radio bases and Search & Rescue Coordination Centres (SARCCs). The organisation routinely works with other emergency services, particularly the NSW Police Force, and promotes boating and water safety through community events, education and engagement activities.

MRNSW Headquarters staff provide ongoing support to the Board of Directors and Units across key areas such as finance, training, radio communications, emergency systems, WHS, media/public relations, human resources.



MRNSW Headquarters – South Cronulla

