



Position Description

Position Details

Position Title	Fleet & Asset Maintenance Officer
Position number	PD036
Department / Division	Corporate Support
Salary Range (Optional)	Based on Experience
Employment Type	Full-Time Permanent
Work Location	Darwin
Reports to	Business Manager
Reporting lines	NA
Organisation link	https://redlily.org.au/

Primary Objective

To ensure the effective management, maintenance, and compliance of the Red Lily fleet vehicles and physical assets, supporting the delivery of safe and reliable health services. The role is responsible for coordinating maintenance schedules, monitoring asset performance, and ensuring all fleet and equipment are fit for purpose, cost-efficient, and aligned with health and safety standards.

About The Team

This position is part of the Red Lily Health Board (RLHB) Corporate team that supports primary health care delivery in West Arnhem communities. The role is part of a small team based in Darwin working collaboratively in an open office environment.

Position Responsibilities

1. Manage and monitor the Red Lily vehicle fleet to ensure vehicles are roadworthy, registered, and maintained to required standards.
2. Coordinate repairs, servicing, insurance, and logbooks for all fleet vehicles.
3. Support workplace health and safety (WHS) compliance through proactive inspection, maintenance, and risk reporting.
4. Engage and manage property and contractor services for building, grounds, and infrastructure maintenance.
5. Coordinate the maintenance and regular testing of Automated External Defibrillators (AEDs) across remote sites, including homelands.
6. Maintain and update the Asset Register and coordinate the tagging and testing of electrical equipment.
7. Maintain and update the Asset Register and coordinate the annual testing and servicing of medical equipment.
8. Lead and track minor infrastructure projects and refurbishment works in collaboration with the Business Manager and Business Support Officer.
9. Procure services and goods in line with policy—obtain quotes, raise purchase orders, and confirm completed works for invoice approvals.

10. Maintain facilities-related documentation and ensure contract obligations are met.
11. Provide administrative and coordination support to the corporate team, including vehicle bookings, facility issues, and compliance tasks.
12. Foster respectful and culturally appropriate communication with Aboriginal community members, contractors, and stakeholders.

Organisational Responsibilities

1. Adhere to all organisational policies, procedures, standards and practices e.g., Information and records management, confidentiality.
2. Complete and participate in regular formal and informal performance feedback and improvement sessions.
3. Represent and promote Red Lily Health's vision values.
4. Act as a role model for staff and clients.
5. Other duties as required, consistent with skills and experience, as directed by the Line Manager.

Quality and Workplace Health and Safety

1. Support and participate in the development of continuous quality improvement activities within Red Lily Health.
2. Ensure your personal health and safety and that of others in the workplace.
3. Report all accidents, incidents, near misses and hazards immediately. [OBJ]

Selection Criteria

Essential

1. Demonstrated knowledge and experience in fleet and asset management, maintenance coordination, and contractor engagement.
2. Sound understanding of WHS responsibilities in a facilities or fleet environment.
3. Proven experience in an administrative or operational support role, preferably in a remote or multi-site setting.
4. Proficient with Microsoft Office Suite and confident in using electronic systems, including procurement and asset management tools.
5. Strong organisational skills and the ability to manage competing tasks effectively.
6. Excellent interpersonal and communication skills, including cultural sensitivity and the ability to work with Aboriginal communities.
7. Willingness to travel to remote Red Lily sites as required by air or road to manage tasks and support operations.
8. NT Driver's License.
9. A satisfactorily Police check. A criminal history will not exclude an applicant from this position unless it is relevant to the role.
10. Current Working with Children's Card (OCHRE card) or ability to obtain.
11. Full rights to work in Australia.

Desirable

1. Knowledge of facilities management software and contract management systems.