

Position	Facilities and Fleet Manager
Reports to	Head of Distribution Centre Operations
Direct reports	N/A
Band classification	Band 4B, <i>HealthShare Victoria Enterprise Agreement 2024</i>
Date approved	February 2026

1. HealthShare Victoria

HealthShare Victoria is a Victorian public sector entity established on 1 January 2021 as an independent, commercially oriented public sector provider of supply chain services (surety, procurement and logistics) to Victoria's public health sector.

Our purpose is to partner with Victoria's public health services, suppliers and government to ensure the right products and services are delivered to the right place at the right time, supporting better value for our public health services and better outcomes for their patients.

We work with Victoria's public health services to understand their requirements. We meet these needs by establishing collective agreements (purchasing contracts) for medical consumables, pharmaceuticals and medical equipment, as well as non-medical products and services they need via large-scale tenders.

We also play a critical role in ensuring Victoria's public health services have access to goods and services that may be in higher demand or difficult to access, including personal protective equipment (PPE), medical consumables, ICU equipment and pharmaceuticals.

We administer several compliance-related functions, and work with health services to assist them in meeting their legislative, compliance and probity obligations.

As well as providing an end-to-end health supply chain for Victoria's public health services, we extend access to our collective agreements to health or related services assessed as 'eligible services'.

Building on a spirit of change and transformation, our work supports our health service customers to deliver safe, high quality and sustainable healthcare for all Victorians.

2. Position summary

The Facilities and Fleet Manager is responsible for the end-to-end management of HealthShare Victoria's physical and mobile asset portfolio across the Distribution Centre network. This includes facilities, fleet, and material handling equipment (MHE), with accountability for asset reliability, compliance, cost control, and lifecycle optimisation.

The role manages the total asset lifecycle from planning and preventative maintenance through to renewal and disposal, ensuring all assets are safe, compliant, fit for purpose, and support uninterrupted operational delivery.

The position has multisite oversight and acts as the primary point of contact for landlords, service providers, and specialist contractors. The role works closely with Distribution Centre Operations, Transport, Safety, and Finance to ensure assets support operational performance while meeting governance, safety, and budget expectations.

3. Specific duties and accountabilities

Asset Lifecycle and Facilities Management

- Oversee the operation, maintenance, and lifecycle planning of all HSV Distribution Centre facilities, including building fabric, HVAC, electrical, hydraulic, fire systems, docks, roller doors, security systems, cleaning, capital equipment and grounds maintenance.
- Act as the primary point of contact with landlords and managing agents, ensuring lease obligations, landlord works, and statutory requirements are met and integrated into HSV maintenance programs.
- Develop, maintain, and execute preventative and reactive maintenance schedules to ensure asset reliability, safety, and business continuity.
- Manage facilities related incidents, coordinating investigations, rectification works, and third-party engagement as required.

Fleet and MHE Management

- Facilitate HSV's on road fleet, including trucks, vans, and other commercial vehicles, ensuring servicing, inspections, compliance, fuel efficiency, and safety standards are maintained.
- Oversee the maintenance, inspection, and repair of Material Handling Equipment (MHE), including forklifts, pallet jacks, and dock equipment.
- Lead fleet and MHE lifecycle planning, including replacement strategies and capital planning, to ensure assets remain operationally fit and cost effective.

- d. Ensure accurate asset registers, maintenance records, and compliance documentation are maintained across all fleet and MHE assets.

Compliance, Safety, and Risk Management

- a. Ensure all facilities, fleet, and MHE assets comply with relevant legislation, Australian Standards, and HSV governance requirements.
- b. Establish and execute audit schedules for plant, equipment, and facilities, ensuring corrective actions are implemented and tracked.
- c. Contribute to risk assessments, Safe Work Procedures, and contractor safety management relating to facilities, fleet, and equipment.
- d. Conduct regular safety and maintenance inspections, proactively identifying and addressing hazards and emerging risks.

Contractor and Vendor Management

- a. Manage external contractors and service providers across facilities, fleet servicing, and MHE maintenance.
- b. Ensure contracts, SLAs, and service agreements deliver value for money, quality outcomes, and compliance with HSV safety and governance requirements.
- c. Coordinate contractor tendering, onboarding, inductions, licensing, and work order management.
- d. Monitor contractor performance, address non-conformances, and manage issue resolution as required.

Financial and Operational Governance

- a. Oversight operating expenditure for facilities, fleet, and MHE within approved budgets, ensuring sustainable and cost-effective outcomes.
- b. Track quotations, invoices, and work schedules, ensuring accurate reconciliation and timely reporting of variances or risks.
- c. Contribute to reporting, providing clear visibility of asset performance, expenditure, and risk.
- d. Work with Head of Distribution Centre Operations to identify opportunities to improve asset utilisation, reliability, and whole of life cost performance.

Health, safety and wellbeing (BeSafe)

- a. Follows safety rules and takes responsibility for safety at a personal and team level to reduce risk to others
- b. Appropriately induct contractors to the sites.
- c. Reports hazards, incidents and injuries and takes part in actions to eliminate hazards
- d. Shows a sense of urgency when safety issues arise
- e. Makes safety a part of the everyday by talking about ideas for improvement
- f. Attend BeSafe activities, forums and training to help create a robust safety culture at HSV

HSV values

Uphold the HSV values:



Collaboration at HSV

- a. Builds and maintains effective collaborative and consultative working relationships
- b. Listens and works as a supportive and cooperative team member, sharing information and acknowledging others' efforts
- c. Has challenging conversations as required within scope of role and personal accountabilities
- d. Steps in to help others where required

HSV strategy, policies and procedures

- a. Contribute to the delivery of HSV's strategic plan and roadmap initiatives.
- b. Comply with HSV policies and procedures and report breaches and/or risks to your people leader or another relevant stakeholder.

Other duties

- a. While the principal duties are detailed above, this position may be required to undertake other duties from time to time.

4. Qualifications and experience required**Academic**

- a. Relevant tertiary qualification in facilities or asset management, project management, engineering, or a related discipline, or equivalent experience.
- b. Trade qualification (Electrical, Mechanical, Plumbing or similar) is desirable.

Experience

- a. Demonstrated experience managing facilities, fleet, and/or asset portfolios in a complex operational environment.
- b. Experience managing preventative and reactive maintenance programs across buildings, fleet, and equipment.
- c. Proven experience managing contractors, service providers, and maintenance budgets.
- d. Demonstrated understanding of compliance obligations, safety requirements, and risk management related to plant, equipment, and facilities.
- e. Experience operating in a multi-site or distribution centre environment is desirable.

Personal

- a. Strong problem-solving capability with a practical, solutions focused approach.
- b. Ability to balance strategic asset planning with hands on operational delivery.
- c. Strong stakeholder engagement and communication skills.
- d. High level of integrity, accountability, and attention to detail.
- e. Resilient and adaptable, with the ability to manage competing priorities in a fast-paced environment.

5. HSV's Leadership Capability Framework**Everyday leaders**

Everyday leaders are motivated and passionate about HSV's work and committed to delivering their work efficiently and to a high standard. They take responsibility for getting the job done and seek opportunities to collaborate and to share or gain knowledge. They understand how their work fits into HSV's strategy and are committed to the organisational vision.

Priority leadership capabilities for everyday leaders:

- Problem solver – Demonstrates problem solving within scope of role. Develops useful, workable and practical solutions to address issues, shows initiative, gets things done and owns the results
- Operates with integrity – Acts honestly, is professional and lives HSV values
- Works collaboratively - A team player who values all contributions and works jointly with others (internally and externally) to deliver results
- Health and safety - Sets expectations and takes responsibility for a physically and psychologically safe culture and work environment

6. Locations for work

Primary:

- Derrimut Distribution Centre: Foxley Court Derrimut, VIC 3026

Secondary:

- Dandenong South Distribution Centre: Ordish Road Dandenong South, VIC 3175; and
- CBD Office: 11/50 Lonsdale Street, Melbourne VIC 3000.

As relevant the position may be required to work from home from time to time.