



REGIONAL ANANGU SERVICES  
ABORIGINAL CORPORATION

ICN 1902 ABN 15 470 441 855

PO Box 2584 Alice Springs NT 0871  
Ph: (08) 8950 5400 Fax: (08) 8952 6371

## INFORMATION PACKAGE –Mechanical Workshop Coordinator

*Please note that the contents of this information pack are provided to prospective applicants as a general overview of the position. The specific conditions of employment and role description may vary in any final offer of employment that may be provided.*

### 1. Advertisement

#### **Mechanical Workshop Coordinator**

#### **Umuwa APY Lands, South Australia**

The primary duties of this position are to manage and coordinate the operations of the Umuwa light vehicle mechanical workshop and Pipalyatjara garage.

The Umuwa light vehicle mechanical workshop is the only mechanical workshop on the APY lands and services the vehicle fleet for our own organisation, as well as vehicles of local Anangu, and used by other service providers such as APY, the school buses and police vehicles. The workshop includes two hoists, tyre fitting and balancing machine and focuses on logbook servicing and minor maintenance of primarily 4WD diesel vehicles, as well as other vehicles, static equipment, light plant and tyre repairs/sales.

The role also manages fuel supplies and sales at Umuwa and also manages the Pipalyatjara Garage which sells fuel, does tyre repairs/sales and sale of minor parts.

The workshop team at Umuwa includes two mechanics and a tyre fitter/trades assistant as well as front office staff. An attendant is also employed at the Pipalyatjara Garage.

Mechanical trade qualifications are required and previous experience running a mechanical workshop is highly desirable, as is the willingness to assist with hands-on mechanical duties when required.

This is a varied and interesting role, based in the very heart of Australia with a very good employer with lots of extra benefits.

We offer a generous salary package including an annual salary in the range of \$95k to \$100k (negotiable), overtime where required, plus superannuation, six weeks of annual leave with 17.5% leave loading, subsidised furnished accommodation (including utilities) housing, plus generous tax free not-for-profit salary packaging.

An information package with full details of the position is available from our:

- website – [www.rasac.com.au](http://www.rasac.com.au)
- email your request to [jobs@rasac.com.au](mailto:jobs@rasac.com.au)
- or contact the RASAC office on (08) 8950 5400.

This job will suit an experienced mechanic who has good organisation skills, is flexible and adaptable, can work well with others, problem solve and can ensure the workshop runs efficiently.

The successful applicant must be in good health and pass a national police check, as well as obtain a permit to work on the APY Lands, which is an alcohol and drug free area.

If this is you, and you are looking for a new adventure and an opportunity to live and work in central Australia on the APY Land on NW SA, please apply through SEEK or send your resume to [jobs@rasac.com.au](mailto:jobs@rasac.com.au) or contact the RASAC office on (08) 8950 5400.

*RASAC is a not-for-profit Aboriginal Corporation with over 30 years' experience in remote service delivery on the APY lands.*

## **2. How to Apply:**

Apply through SEEK or send your resume to [jobs@rasac.com.au](mailto:jobs@rasac.com.au) or contact the RASAC office on (08) 8950 5400.

Applications will not normally be acknowledged on receipt. Only short-listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short-listed, we extend our thanks for considering Regional Anangu Services Aboriginal Corporation as a potential employer.

## **3. Role Description**

**POSITION:** Workshop Coordinator

**REPORTS TO:** Operations Manager

**LOCATION:** Umuwa Depot

Regional Anangu Services Aboriginal Corporation ("RASAC") is an Anangu -run organisation that supports the empowerment of all Anangu. The organisation is incorporated under the *Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

RASAC provides a range of services across the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands in north-west South Australia including Community Development Programme (CDP), Municipal Services, Homelands Essential Services, Community Patrols and Community Liaison support, Mechanical Workshop Services, and other services (eg airport reporting and maintenance). RASAC also has capacity in road maintenance, minor civil works and repairs and maintenance works.

RASAC employs over 100 staff across operations, administration, and management. A small corporate, administration and finance office is maintained in Alice Springs.

The principal funding of the organisation is provided by National Indigenous Australians Agency (NIAA) for the provision of Community Development Programme (CDP), Municipal Services (MUNS), Community Patrols and Homelands services on the various communities and homelands on the Lands.

The role is based at Umuwa with regular travel to and time spent at other communities on the APY Lands to manage, monitor and support RASAC MUNS teams based in communities.

### **Position Objective:-**

Working with and reporting to the Operations Manager the primary objective of this position is to manage the overall operations of the Umuwa light vehicle mechanical workshop and the Pipalyatjara garage, including fuel sales at Umuwa and Pipalyatjara.

### **Key Responsibilities:-**

Oversee the operations of Umuwa light vehicle mechanical workshop and the Pipalyatjara garage, and manage and coordinate the delivery of services provided from these business activities. The key responsibilities of this position include, but are not limited to:-

- Oversee the scheduling and delivery of light vehicle mechanical servicing and repairs at the Umuwa Light vehicle mechanical workshop, for RASAC fleet and vehicles booked in by other service providers and customers.
- Oversee the operation of the Pipalyatjara garage and services delivered at that site.
- Ensure all mechanical services provided at least meet, and preferably exceed, the minimum requirements expected
- Ensure that mechanical services are provided in a timely manner and that the primary focus is retained in ensuring RASAC vehicle fleet and equipment are maintained in a serviceable manner and are fit for purpose.
- Implement and maintain procedures and systems for the effective costing and attribution of costs to jobs undertaken.
- Oversee all administrative tasks relating to workshop operations, including implementation and maintenance of required reporting systems
- Ensure the cleanliness and security of the worksites.
- Ensure the security of tools and equipment.
- Monitoring financial performance outcomes against budgets
- Highlight improvements needed and action these as and when approved.
- Manage assets to ensure appropriate delivery of services.
- Manage the staff under your control in respect to performance, leave, timesheets and rosters.
- Order stores, materials, spare parts and equipment as required and in a timely fashion.
- Maintain adequate levels of workshop/garage spare parts and stores control, and ensure spare parts and stores control processes are in place including security measures, verifying receipt of goods and ensuring issues are recorded.
- Ensure stores purchases are justified and actioned in accordance with best practice in price, quality and overall value.
- Manage fuel sales at Umuwa and Pipalyatjara, including sales of fuel and related sales records, monitoring of fuel supply levels and reordering of fuel.
- Ensure position responsibilities are maintained and undertaken at times of absences such as leave.
- Coordinate with relevant service providers as required.
- Actively support employment and mentoring of local Anangu employees where

- applicable.
- Undertake any other position related duties as directed.

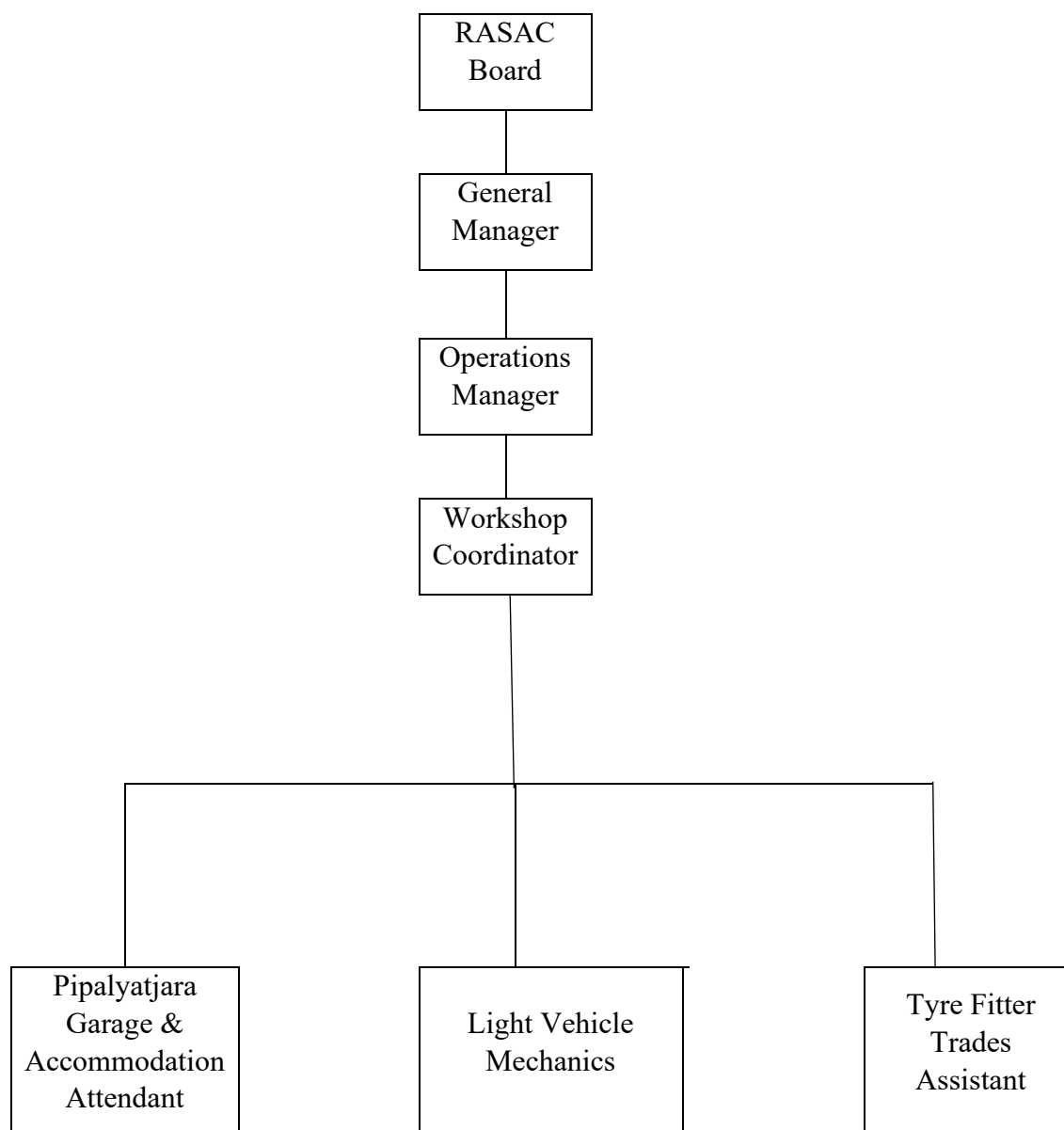
## **WHS**

- Actively participate in the ongoing development, monitoring and review of systems that ensure the health and safety of workers and other people at the workplace or those who may be affected by the work being carried out, through the implementation, continual improvement, leadership in and compliance with RASAC's WHS system, associated policies and procedures, and relevant WHS legislation.
- Legal requirements met.

## Skills, Experience, Qualifications and Attributes:-

<b>a) Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
SA driver's licence (minimum class C)	✓	<b>MR/HR</b>
Appropriate mechanical trade technical qualifications	✓	
First Aid Certificate (or ability to obtain)	✓	
WHS White Card	✓	
<b>b) Experience, knowledge and skills</b>		
Experience running a mechanical workshop or similar	✓	
Strong organisation skills	✓	
Staff supervisory experience	✓	
Ability to work without supervision	✓	
Good verbal and written communication skills	✓	
Financial management skills	✓	
Good computer skills	✓	
Demonstrated knowledge of relevant WHS legislation and ability to work within organisational WHS systems, associated policies and procedures, together with the ability to lead in this area.	✓	
Experience working in remote regions		✓
Willingness to undergo a Police Certification check	✓	
Willingness to undergo a medical check	✓	
Willingness to travel to and work in remote locations	✓	

## **ORGANISATION STRUCTURE**



### **4. Salary & Conditions**

Standard hours for this position are 38 hours per week.

A competitive base salary commencing in the range of \$105,000 (based upon experience) is offered, with a potential total salary package in the range of over \$120,000 inclusive of annual leave loading, superannuation and not-for-profit tax benefits, plus free housing.

Benefits include:

- Annual leave (6 weeks) with leave loading (17.5%)
- Personal Leave – 10 days
- Relocation assistance

- Generous Salary Packaging Benefits: Due to the organisation's tax status with the ATO, very attractive salary packaging of the cash component of the salary is available subject to the limits of RASACs fringe benefits tax exemption and to the terms and conditions applying to that scheme from time to time. Further details can be accessed via salary packaging provider's website: <https://eziway.net.au/>.
- Accommodation and utilities: Hard furnished, self-contained accommodation will be provided at Umuwa on a rent-free basis, including wi-fi and utilities (with generous monthly usage allowances).

If you are short listed for employment, a pre-employment medical is required and a police record check is required for the purposes of obtaining an APY permit to enter and stay on the APY Lands.

## **5. Other Information**

The APY Lands are located in the far north-western corner of South Australia. The area is remote and the community of Umuwa is located roughly central within the APY Lands.

Details of the APY Lands and the communities within these Lands, can be obtained from the following websites: [www.anangu.com.au](http://www.anangu.com.au).

Permits are required by all visitors to the APY Lands, and for employees to remain in residence on the APY Lands. Willingness to undertake a Police Record check for the purposes of obtaining an APY entry permit is a requirement for the role.

RASAC operates an administration office in Alice Springs. On the Lands our main base is at Umuwa, which is centrally located to all the communities. We also have employees based in and undertake works on each of the other communities on the Lands.

Umuwa is located approximately 450kms south west of Alice Springs (290kms bitumen road and the remainder are unsealed roads).

A map of the APY Lands is provided on the next page.

Further details on RASAC can be accessed via our website [www.rasac.com.au](http://www.rasac.com.au)

## APY Lands Map

