

Fleet Administrator

WHO WE ARE - KO WAI MĀTOU

At Farmlands - Te Whenua Tāroa, our vision is to be the 'go-to' for everyone connected to our land. We're always backing Kiwi's – rain or shine, year in, year out. We work as one – we help each other, we win together. We're rural people supporting our rural communities looking after our land and our people.

OUR VALUES – NGĀ UARATANGA

Be you - mōu ake

It takes all sorts to make an awesome team. Diversity, different perspectives and a fresh approach to problems make everyone in the team stronger. It's not who you are or what you look like, it's all about what you bring to the table that matters.

Minds open - hinengaro tākoha

We came from a generation of greatness. It gives us the solid foundation to move on, focus on the future and use our creativity and ingenuity to build Farmlands for the next generation.

See it through - whakamaua kia tīna

We're a team. United through our love of the land and the communities we serve. We back ourselves, each other, and get behind the decisions we make together.

POSITION PURPOSE – TE PŪTAKE O TE TŪRANGA

Reports to - Kaiwhakahāere:	Fleet Manager
Your Team – To tīma:	Procurement – Corporate Services.
Direct reports - Kaimahi:	No

The Fleet Administrator is responsible for administering the programs for acquisition, assignment, utilization, maintenance, repair, replacement and disposal of fleet assets. This role involves coordinating vehicle acquisition, maintenance, and disposal, ensuring compliance with regulations, and fleet-related administrative tasks.

KEY ACCOUNTABILITY AREAS – NGĀ WĀHANGA MAHI

Safety and wellbeing - Haumarutanga

Actively contribute to a safety-first culture by:

- Keeping yourself and others safe, and participating in safety and wellbeing activities
- Speaking up if you see something that is not and could injure yourself or others in the workplace.
- Ensuring that all KPI's, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time.

General – Whānuitanga

Fleet Administration:

- Administer the day-to-day operations of the fleet, including scheduling, maintenance, and repair.
- Administer fleet acquisition, registration, and disposal processes.
- Maintain accurate records of fleet information, including mileage, maintenance history, and fuel consumption.

Maintenance and Repairs:

- Schedule and coordinate regular maintenance and repairs with service providers.

- Monitor fleet performance and address issues promptly to minimize downtime.
- Ensure that fleet assets are compliant with safety and environmental regulations.

Compliance and Regulations:

- Ensure fleet operations comply with all regulations.
- Administer and track vehicle inspections, emissions tests, and other required certifications.
- Keep up to date with industry best practices and regulatory changes.

Budget Administration:

- Assist in developing and administering the fleet budget, including costs related to fuel, maintenance, and repairs, including identifying any out of budget expenses.
- Analyse fleet expenses and identify opportunities for cost savings and efficiency improvements.

Reporting and Documentation:

- Prepare and maintain reports on fleet performance, maintenance activities, and expenses.
- Ensure proper documentation of all fleet-related transactions and activities.

Vendor Administration:

- Maintain relationships with service providers, vendors, and contractors.

Customer Service:

- Address and resolve fleet-related issues and inquiries from employees or stakeholders.
- Provide guidance and support to drivers regarding fleet usage and maintenance.

Professional

Development -

Whakawhanaketanga

Continue to develop personally and professionally by:

- Maintaining regular contact with manager to discuss progress and performance, seek feedback and address development areas.
- Engaging with Farmlands performance development process, recording progress and goals
- Being a positive supporter and leader of change initiatives
- Ensuring all training requirements are completed as required

These may change from time to time to meet operational or other requirements.

WHAT YOU'LL BRING - ĀU ĀPITITANGA KI TE TŪRANGA

Experience - Āu

tautōhitotanga

- Experience in working in teams in complex organizations, requiring strategic impact, financial acumen
- Strong IT and computing skills especially in excel.
- Resilient personality that is able to enforce policy in a calm manner without creating conflict.
- Experience providing regular, accurate information and reporting.
- Able to manage a high workload in a busy environment with competing requirements.
- Fleet experience, preferably in a commercial, freight and distribution environment preferred.

Qualifications –

- High school diploma or equivalent; Associate's or Bachelor's degree in Business Administration, Logistics, or a related field preferred.

Āu tohu mātauranga

Knowledge –

Āu mōhiotanga

- Business productivity and quality – a good understanding of business processes and the key elements affecting productivity and quality.
- Some retail and/or rural understanding with strong networks and understanding of diverse fleet requirements.

Skills –

Āu pūkenga

- Strong analytical skills.
- Well-developed customer service skills.
- Superior financial acumen and broad commercial skills.

Personal Attributes –

Ōu āhuatanga

- Analytical, process orientated.
- High level of independence and initiative while working effectively as part of a team
- Ability to influence others and move toward a common vision or goal.
- Flexible and adaptable; able to work in ambiguous situations.
- An ability to remain calm in a deadline driven environment.

Addendum:

Farmlands Leadership Behaviours

CREATE	CONNECT	DELIVER	GROW
CREATE CLARITY	BUILD CONNECTIONS	DELIVER RESULTS	GROW SELF, GROW OTHERS
<p>Understand the bigger picture – you understand our vision, strategy and plans and what’s expected on how to deliver this.</p>	<p>Forge connections – you have strong relationships with the people around you, your customers and communities. You create connections outside of your immediate team with those who have an influence or impact on your work. You seek broader perspectives to generate insights and opportunities.</p>	<p>Take people with you – you inspire people through your commitment and enthusiasm to the future of our business. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.</p>	<p>Have a growth mindset – your resilience helps you to be agile, persist through challenges and learn from feedback. You are curious and have flexibility of thought and perspective. You know your strengths and opportunities, actively engage in self-development and take time to reflect and apply learnings.</p>
<p>Have a plan – you establish a vision and course of action that’s aligned to our strategy. You help others connect the dots between our vision and strategy and where they fit in achieving this. You can describe what success looks like and provide a sense of direction for others, even during times of ambiguity.</p>	<p>Create purpose and belonging – you create meaning for your team by uniting them around a common goal. You’re authentic and prepared to be vulnerable. You promote diversity and allow others to express themselves and for all voices to be heard equally.</p>	<p>Think and act like an owner – you take responsibility for your performance and delivering to a high standard. You tenaciously pursue the right outcomes and don’t confuse activity with results. If you lead people, you set clear expectations for every team member.</p>	<p>Develop capability – you coach others to build capability and achieve their potential. You know your team, their aspirations and support them to learn, grow and take ownership of their development.</p>
<p>Clarify the ‘why’ – you make clear how activities and decisions benefit the customer and the co-operative. You provide further context where further buy-in or prioritisation is needed to help overcome resistance.</p>	<p>Take people with you – you inspire people through your energy, commitment to our business and enthusiasm for the future. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.</p>	<p>Insights driven – you understand the commercial aspects of your role and make decisions based on data and insights. You draw from new sources of information to generate ideas, seeking to innovate, disrupt and grow/adapt. You are focused on building a stronger organisation tomorrow than today.</p>	<p>Get out of the way – you empower others by delegating and creating space for them to do their best work, trusting them to deliver and providing support where required. You make it safe for others to try new things and learn from mistakes.</p>

HOW THIS SHOWS UP IN EVERYDAY BEHAVIOUR:

LEADS SELF

<p>Create Clarity: <i>By understanding your role and how it contributes to the bigger picture you will make the right decisions</i></p>	<p>Build Connections: <i>You have strong relationships with your team and the people you work alongside to achieve success as a</i></p>	<p>Deliver results: <i>You deliver to the expectations of your role.</i></p>	<p>Adapt and grow: <i>. being agile and resilient, listening and responding to feedback, and putting in the effort</i></p>
<p>Align with the bigger picture –</p> <ul style="list-style-type: none"> work is directly aligned with our vision, strategy and plans. know what's expected and how to deliver. <p>Have a plan –</p> <ul style="list-style-type: none"> have a vision and course of action that's aligned to our strategy. help others understand how they fit in. <p>Clarify the 'why' –</p> <ul style="list-style-type: none"> understand and make it clear how activities and decisions benefit the customer and the co-operative. 	<p>Forge Connections –</p> <ul style="list-style-type: none"> create strong relationships with others. <p>Create purpose and belonging –</p> <ul style="list-style-type: none"> you and your team are united around a common goal. promote diversity and allow others to express themselves. <p>Take people with you –</p> <ul style="list-style-type: none"> inspire people through your energy, commitment and enthusiasm consider information from a range of sources in decision making. 	<p>Create structure –</p> <ul style="list-style-type: none"> plan and create structure to get things done. be agile and look to work in new ways. <p>Enable performance –</p> <ul style="list-style-type: none"> take responsibility for your performance and deliver to a high standard. <p>Think about the business –</p> <ul style="list-style-type: none"> think and make decisions with a commercial lens seek new information focused on building a stronger Farmlands. 	<p>Apply a growth mindset –</p> <ul style="list-style-type: none"> be agile, persist through challenges and learn from feedback. actively engage in self-development and apply learnings. <p>Develop capability –</p> <ul style="list-style-type: none"> coach others to build capability and achieve their potential. know and support others to take ownership of their development. <p>Get out of the way –</p> <ul style="list-style-type: none"> empower others by creating space for them to do their best work. make it safe for others to try new things and learn from mistakes.

LEADS OTHERS:

<p>Create Clarity: <i>Your role is to operationalise the strategy which means you and your team need to understand it and how to achieve it</i></p>	<p>Build Connections: <i>This is about the relationships you create with your team and the teams you work closely with.</i></p>	<p>Deliver Results: <i>This is about achieving results through others.</i></p>	<p>Grow yourself, grow others: <i>Growth is how we make ourselves, our teams and our co-operative better.</i></p>
<p>Understand the bigger picture –</p> <ul style="list-style-type: none"> understand our vision, strategy and plans. know what's expected of you and how you should deliver this. <p>Have a plan –</p> <ul style="list-style-type: none"> establish a vision and course of action that's aligned to our strategy help others understand their contribution to our vision and strategy. <p>Clarify the 'why' –</p> <ul style="list-style-type: none"> make it clear how activities and decisions benefit the customer and the co-operative. provide further context where required to overcome resistance. 	<p>Forge connections –</p> <ul style="list-style-type: none"> create strong relationships with your team and others who have an influence on your work. <p>Create purpose and belonging –</p> <ul style="list-style-type: none"> create meaning for your team by uniting them around a common goal. authentic and promote diversity. <p>Take people with you –</p> <ul style="list-style-type: none"> inspire others through your energy, commitment and enthusiasm. lead by example through consistency and demonstrating the Farmlands Leadership behaviours. 	<p>Create structure –</p> <ul style="list-style-type: none"> plan and create structure to get things done. agile and look to work and lead your team in new ways. <p>Think and act like an owner –</p> <ul style="list-style-type: none"> take responsibility for your performance and delivering to a high standard set clear expectations for every team member and hold them to account. <p>Insights driven –</p> <ul style="list-style-type: none"> make decisions with a commercial lens and seek new information to generate ideas. innovate, disrupt and challenge the norm. focus on building a stronger Farmlands. 	<p>Have a growth mindset –</p> <ul style="list-style-type: none"> embrace the new and lead with agility actively engage in self-development and apply learnings. <p>Develop capability –</p> <ul style="list-style-type: none"> coach others to build capability and achieve their potential. know your team and support and empower them to learn, grow and develop. <p>Get out of the way –</p> <ul style="list-style-type: none"> empower others by delegating and creating space for them to do their best work. make it safe for others to try new things and learn from mistakes.