



## Role Descriptions - State Logistics Section

### 1. State Logistics Manager

#### Responsibilities

- Assist the State Controller in planning the control activities across the State by assisting in the development of incident action plans, including forecasting resource needs to support operational strategies and objectives
- Implement and maintain systems to support and service the resource requirements of the response, including finance, contract management, communications (IT) support, health and safety, facility management, supply acquisition, and response induction
- Manage staffing in the Logistics section including allocation of tasks, rosters, briefing/debriefing, fatigue and safety
- Stand-down operations of the LCCs and FCPs at the end of the response
- Provide a safe working environment for all Logistics personnel
- Be briefed on requirements by the Controller
- Establish and maintain SCC logistics and facilities
- Facilitate effective liaison and cooperation with all relevant persons, sections and centres
- Provide progress reports on logistical support for the incident to the State Controller
- Estimate future service and support requirements

#### Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Conduct briefings/debriefings (PUAOPE004A)
- Control multi-agency emergency response (PUAOPE006A)
- Identify & treat risks (PSPGOV417A)
- Liaise with other organisations (PUACOM007A)
- Manage emergency operations (PUADEFM205A)
- Manage physical resources (PUAMAN008A)
- Organise workplace information (PSPGOV307B)
- Plan & develop strategies to support organisational policy (PUAPOL017A)
- Work effectively in an emergency disease response (RTE3410A)

### 2. State Administration Coordinator

#### Responsibilities

- Plan, coordinate, manage and review administrative services at the SCC by establishing and maintaining appropriate systems to manage assets, purchasing by processing task requests, and insecticide register reconciliation
- Manage an appropriate financial system through which payments can be made and operational expenditure clearly identified
- Manage administrative staff including rosters, briefing/debriefing, fatigue and safety
- Responsible for SCC email
- Maintain emergency contact details for all State personnel

#### Skills and Competencies

- Administer simple projects (PSPPM405A)
- Communicate in the workplace (PUACOM001B)
- Conduct briefings/debriefings (PUAOPE004A)
- Identify & treat risks (PSPGOV417A)
- Lead small teams (PRSSO323A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

### 3. Purchasing Coordinator

#### Responsibilities

- Oversee the purchase, acquisition, storage and deployment of stores for the operation, ensuring that this function complies with departmental procedures, emergency management procedures and Treasury regulations
- Manage stores purchase, acquisition and deployment systems at the SCC and at the LCC where stores are not available locally
- Establish and oversee a standard stores control system for the SCC, LCC's and FCP's
- Ensure security of stores
- Ensure contractors are managed according to appropriate policies and procedures

#### Skills and Competencies

- Administer simple projects (PSPPM405A)
- Communicate in the workplace (PUACOM001B)
- Conduct briefings/debriefings (PUAOPE004A)
- Identify & treat risks (PSPGOV417A)
- Lead small teams (PRSSO323A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

### 4. Contract Manager

#### Responsibilities

- Participation in evaluation committees for Expression of Interests (EOI's), Request for Tenders (RFT's), Request for Quotes (RFQ's) etc.
- Maintain good working knowledge of the type of work to be carried out (to be able to direct the contractors)
- Maintain list of approved contractors available for use including specifications of types of equipment/service
- Identify requirements for private contractors and equipment, in conjunction with appropriate section managers
- Coordinate the provision of contractors and equipment
- Fully advise private contractors of nature, duration and other specifications of tasks allotted
- Negotiate hire rates for short and/or long terms
- Assess Expression of Interest (EOI) and contracts where relevant
- Recommend contracts for approval including provision to only use appropriately licensed personnel
- Maintain records of all contractors engaged including details that affect their payment
- Ensure compliance with contracts

#### Skills and Competencies

- Knowledge of NSW DPI Expression of Interest for Aircraft Operators and associated contract requirements for aircraft contract manager
- Extensive knowledge of the contracts both present and proposed
- Good communications skills

## 5. State Personnel Officer

### Responsibilities

- Implement a system to manage the records of personnel used in the response at the SCC, eg worksheets, registration, identification cards, induction, payment, licences
- Coordinate the employment of agency staff in accordance with departmental procedures and policies
- Coordinate the payment of SCC personnel
- Respond to enquiries from personnel regarding working conditions, payment etc
- Ensure all personnel are inducted into the response

### Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

## 6. State Training and Induction Officer

### Responsibilities

- Manage the briefing of incoming SCC personnel on the requirements of each section, the operating procedures, OH&S, employment conditions, personal responsibility, and the nature/progress of the campaign
- Complete records of entry for SCC personnel
- Coordinate review and dissemination of briefing material
- Ensure the issue of personal identification cards to SCC personnel

### Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

## 7. State OH&S Manager

### Responsibilities

- Implement a system to maintain and monitor OH&S policies and procedures including reporting of hazards and incidents, risk assessments
- Implement and manage a monitoring program
- Investigate non-compliance and incidents
- Ensure the SCC Incident Action Plan (IAP) includes OH&S requirements, including a medical/evacuation plans for the SCC
- Ensure personnel are inducted on OH&S matters
- Ensure OH&S documents are reviewed, updated and communicated efficiently
- Coordinate the LCC OHS officers

### Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Conduct briefings/debriefings (PUAOPE004A)
- Identify & treat risks (PSPGOV417A)
- Manage emergency operations (PUADEFM205A)
- Organise workplace information (PSPGOV307B)
- Plan & develop strategies to support organisational policy (PUAPOL017A)
- Work effectively in an emergency disease response (RTE3410A)
- Work Safely Around Aircraft (PUAFIR209A)
- Crew Resource Management

## 8. State Finance Officer

### Responsibilities

- Coordinate financial and purchasing functions for the campaign
- Monitor expenditure and provide financial reports for the campaign
- Use tracking systems for expenditure at the SCC
- Process invoices for SCC
- Manage petty cash for the SCC
- Maintain records

### Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

## 9. State Stores Officer

### Responsibilities

- Manage the purchase, acquisition, storage, deployment and security of all stores required by the SCC and any “non-local” stores required by the LCCs
- Implement and maintain a stores requisitioning, purchasing and control system, including use of task request forms
- Monitor insecticide supply at central contractor storage depot
- Provide daily reports of current resources, including insecticides
- Coordinate a stock take of assets at the end of the campaign

### Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

## 10. State Registry Clerk

### Responsibilities

- Maintain records according to the Information Collection Movement & Storage in an EOC procedure
- Establish and secure the Central File and file systems in other adjacent areas as needed
- Assist each section to establish an information management system
- Make decisions on distribution of records
- Process all records in and out of the Central File
- Ensure all originals are in the Central File
- Ensure timely delivery of records to and from sections including faxes

### Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

## 11. Facilities Officer

### Responsibilities

- Ensure facilities meet operational requirements
- Organise provision of facilities, equipment, furniture etc
- Identify contractors for required building services
- Manage tasks that support the operation of the SCC and associated activities, such as cleaning, security, waste, traffic, parking, maintenance, heating, cooling and noise reduction
- Monitor adequacy of standards of facilities providers
- Forecast resource needs for the facility

### Skills and Competencies

- Familiarity with contracting procedures for hiring/leasing equipment
- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

## 12. State Accommodation and Travel Officer

### Responsibilities

- Process task request forms for travel (flights, taxi, train, hire cars) and accommodation for the SCC personnel
- Maintain records, including accommodation locations for personnel for emergency purpose (after hours contact), vehicle log sheets, task request register/forms
- Implement NSW DPI policies and procedures for vehicle hire and use, flights etc
- Maintain vehicles at the SCC – adequate number, parking, security, refuelling, cleaning, servicing

### Skills and Competencies

- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)

## 13. IT Services

### Responsibilities

- Install and maintain data management systems
- Provide onsite computer support to ensure effective operation of information systems
- Institute and manage backup procedures to ensure minimal loss of data
- Establish and advise on computer communications equipment and ensure data communications operate correctly

### Skills and Competencies

- Extensive experience in computer and communication hardware and software
- Communicate in the workplace (PUACOM001B)
- Identify & treat risks (PSPGOV417A)
- Organise workplace information (PSPGOV307B)
- Work effectively in an emergency disease response (RTE3410A)