



## Job Description : Project Officer – Field Operations Regional Logistics

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<b>POSITION TITLE:</b>	Project Officer – Field Operations Regional Logistics Services
<b>POSITION NUMBER:</b>	RL003, RL004, RL005 & RL006
<b>CLASSIFICATION LEVEL:</b>	CL 4 – CL 5
<b>POSITION LOCATION:</b>	Alice Springs
<b>RESPONSIBLE TO:</b>	Supervisor – Field Operations
<b>LAST REVIEWED:</b>	March 2023

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### KEY FUNCTIONS

*Provide logistics support in the conduct of CLC field meetings within the CLC region. Including contributing to the meeting planning, preparation, stock management and storage, mobilise, setup and service of catering, hygiene and meeting requirements. The team works under the direction of the Supervisor Field Operations and across all sections of the organisation to ensure that meetings are delivered in a timely and professional manner.*

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Under the direction of the Supervisor – Field Operations provide meeting preparation, logistics, and site establishment, catering and clean up for remote meetings.
2. Contribute to the meeting preparation, packing and delivery of equipment, consumables and food to and from the meeting location.
3. Contribute to the meeting site establishment and daily management, including tents, tables, chairs, ablutions facilities and hand wash stations.
4. Contribute to the safe storage, preparation and delivery of meals during the meeting.
5. Contribute to the site tidiness and hygiene, including rubbish disposal (and minimise waste where possible) and ablutions facilities.
6. Assist with organising and monitoring supplies/stock in storage.
7. Establish and maintain effective reporting procedures including email, a regional work calendar, work plan and a work diary; and use of CLC computer.
8. Other duties that are safe legal, and logical, while being within the limits of the employee skills competence and training consistent with the classifications structure.
9. Provide direction and supervision to casual staff and RLS team as required and as delegated.

### MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Northern Territory Aboriginal Sacred Sites Act
- Native Title Act, 1993
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Food Act 2016 (NT)
- Industrial Relations Legislation
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Work Health & Safety Act (Cwth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation and
- CLC Policies and Procedures

## **WORKING RELATIONSHIPS**

- Reports to and receives direction from Supervisor – Field Operations and the Coordinator Regional Logistics Team.
- Work collaboratively with all other staff of the Regional Logistics Services Unit in making positive contributions to the CLC’s performance Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of organisations overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions

## **EXTENT OF AUTHORITY**

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

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## **SELECTION CRITERIA**

### **ESSENTIAL**

1. Aboriginal and Torres Strait Islander; Identifies as Aboriginal or Torres Strait Island or is accepted as Aboriginal or Torres Strait Islander in the community in which he or she lives.
2. Knowledge and understanding of Aboriginal society and culture, and the issues affecting Aboriginal people in contemporary Australian society.
3. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD Vehicle, changing tyres and lifting up to 20kg as necessary.
4. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
5. A current NT (MR) driver’s licence and the ability to operate four-wheel-drive vehicles safely in remote localities.
6. Ability to take direction and follow instructions.
7. Good organisational skills, able to work effectively as a team, set individual priorities, perform in difficult situations and respond effectively to new challenges.
8. Sound skills and experience in using Microsoft Office software packages including work and outlook.
9. Ability to work with limited direction, to initiate and set priorities and to undertake new tasks effectively and in a timely fashion.

### **DESIRABLE**

1. Knowledge and understanding go the overall context in which the Central Land Council operates.
2. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues.
3. Knowledge and experience of Aboriginal people in Central Australian setting will be highly regarded.

*APPROVED COPY: D23-22839*

*APPROVAL DATE: March 2023*