



## Job Description : Casual - Field Operations Regional Logistics

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<b>POSITION TITLE:</b>	Casual – Field Operations Regional Logistics
<b>POSITION NUMBER:</b>	RLCAS
<b>CLASSIFICATION LEVEL:</b>	CL 4
<b>POSITION LOCATION:</b>	Alice Springs
<b>RESPONSIBLE TO:</b>	Supervisor – Field Operations
<b>LAST REVIEWED:</b>	September 2023

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### KEY FUNCTIONS

As part of a team, and with direction from the Supervisor - Field Operations, provide logistics, operational and transport support services for individuals attending meetings in remote areas. Including contributing to the meeting planning, preparation, mobilise, setup and service of catering, food storage, hygiene and meeting requirements.

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Undertake manual handling, including picking up of orders, packing and securing equipment, and food items in vehicles and trailers required for remote meetings. Use a checklist and check condition of items.
2. Ensure food is stored, transported and handled according to good food hygienic practices.
3. Drive CLC vehicles to transport individuals to and from meetings in accordance with CLC policies and procedures, including completing procedure for vehicle and trailer check out and check in.
4. Contribute to mobilising, meeting setup and pack down, and service of catering for remote meetings, which maybe for up to two weeks at a time.
5. Participate in meetings with the team and with meeting organisers to contribute to the meeting planning.
6. Follow work health safety practices and contributing to a safe work environment, including following instructions for manual handling, equipment and repetitive actions.
7. Setup and pack down of the meeting site including tents, tables, chairs, ablutions facilities and hand wash stations.
8. Ensure that all catering equipment is well maintained, cleaned and stored when not in use. Report issues or faults in a timely manner for repairs.
9. Contribute to the upkeep of the maintenance of the grounds and office at Cameron St as instructed, which may include whipper snipping and tidying the yard.
10. Other duties that are safe, legal & logical while being within the limits of the employee's skill, competence and training consistent with the classification structure.

### 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
- 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
- Food Act 2016 (NT)

## **WORKING RELATIONSHIPS**

- Reports to and take direction from the Supervisor-Field Operations and Regional Logistics Service Coordinator, within the Technical Services team.
- Maintains cooperative working relationships with all CLC staff.

## **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 Islander or is accepted as Aboriginal or Torres Strait Islander in the community in which he or she lives.
2. Knowledge of food service and catering industry standards and practices.
3. Must have a valid driver's licence, MR licence minimum or capacity to obtain. Ability to operate four-wheel drive vehicles and tow trailers safely in remote localities.
4. Ability to work on long trips, for up to two weeks at a time while working flexible hours, including weekends and evenings, as required.
5. Excellent organisation and communication skills.
6. Good interpersonal skills with an ability to communicate effectively with people.
7. Ability to work in a team and with limited direction, to initiate and set prioritise and to undertake new tasks effectively and in a timely manner.
8. Appropriate level of health and fitness to meet rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
9. Must hold (or be capable of holding) an Ochre Card from SafeNT.
10. Must hold proof of 4WD training or ability to undertake 4WD training.

### **DESIRABLE**

1. Knowledge and understanding of the overall context in which the Central Land Council operates.
2. Knowledge of Aboriginal society, culture, and an understanding of relevant contemporary issues.
3. Food Safety Handling Certificate
4. Forklift licence

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