



Role Description

Position title	Team Leader, Warehouse Operations and Logistics
Position number	TBC
Classification	ASO6
Division	Infrastructure and Assets
Location	Emergency Services Headquarters, Keswick
Reports to	Manager, Infrastructure and Assets
Direct reports	Yes, see Key relationships
Version date	April 2026

Why work with us?

We are a volunteer-based emergency response and rescue service. We provide emergency assistance to the South Australian community 24 hours a day, 7 days a week, 365 days a year.

Our vision is of a reliable and trusted volunteer-based organisation building safe and resilient communities.

Our volunteers are supported by a skilled team of paid staff working across multiple areas including volunteer capacity, community engagement, emergency management and hazard planning, training, information systems, infrastructure and assets, operations – state, regional and marine, and corporate services.

Unique Nature of Employment with the South Australian State Emergency Service

Employment with the South Australian State Emergency Service (SA SES) is uniquely dual-focused. In addition to the core responsibilities outlined in this Role Description, all SA SES staff are required to maintain a level of operational readiness and may be called upon to undertake operational, training or support duties during incidents, emergencies or periods of heightened operational demand.

This may include participation in training, exercises, deployments and other emergency management activities consistent with the individual's capability, qualifications and safety requirements. This dual-role approach reflects the SA SES's all-hazards, all-hands ethos and reinforces our collective commitment to supporting volunteers, communities and partner agencies in times of need.




Our Values


At the SA SES, we embrace diversity and are committed to fostering a culture of excellence and continuous improvement. Our people form the vital link between our dedicated volunteers, who deliver frontline emergency response to the community, and the *Fire and Emergency Services Act 2005* which provides the legislative framework of our organisation. We share the values of the Public Sector and these guide us in our work. These are:



Service
We proudly serve the community and the South Australian Government.




Collaboration and engagement
We create solutions together.




Professionalism
We strive for excellence.



Honesty and integrity
We act truthfully, consistently, and fairly.



Trust
We have the confidence in the ability of others.



Courage and tenacity
We never give up.



Respect
We value every individual.



Sustainability
We work to get the best results for current and future generations of South Australians.

Role purpose

The Team Leader, Warehouse Operations and Logistics manages the SA SES's primary warehousing facility, located at Netley. The warehouse fulfils the following roles:

- storage, maintenance and deployment of operational assets (including equipment and consumables) for emergency situations,
- storage and distribution of consumables,
- storage of assets for event and training purposes, and
- commissioning, maintenance and disposal of operational assets (e.g. vehicles and equipment).

The Team Leader, Warehouse Operations and Logistics is responsible for ensuring assets are managed efficiently, safely and in accordance with organisational requirements. The role exercises sound judgement and a high degree of autonomy within relevant policies and procedures, and provides advice and recommendations to the Manager, Infrastructure and Assets on warehouse and logistics governance, risks and continuous improvement.

Key relationships

The Team Leader, Warehouse Operations and Logistics reports to the Manager, Infrastructure and Assets and leads a team of two Warehouse Operations Officers. The role also oversees SA SES Logistics Support volunteers, which comprises approximately 15 members. The Team Leader, Warehouse Operations and Logistics is required to engage and collaborate effectively with a range of key stakeholders including volunteer members, all SA SES staff, Government Officials and their staff, other emergency service staff and members of the public, including resolving escalated issues within delegated authority.

Key outcomes (what you will do)

Key outcomes for this role will include, but are not limited to:

- Warehouse operations consistently support SA SES operational readiness, ensuring assets (e.g. vehicles and equipment) are available, serviceable and deployable to meet organisational requirements.
- State-level control and visibility of warehouse held assets is maintained through effective deployment, tracking, audits and lifecycle management.
- Safe, compliant and efficient warehousing and logistics practices are embedded, ensuring WHS obligations, risk controls, governance requirements and audit readiness are maintained.
- Procurement, inventory and supplier performance for warehouse related goods and services are managed to achieve value for money, timely supply and service continuity.
- A capable and responsive warehouse logistics workforce is led and developed through clear direction, performance management, rostering and capability planning.
- Accurate reporting, analysis and continuous improvement initiatives support informed decision-making and improved service delivery across warehousing and logistics functions, including recommendations on options, priorities and risks.

Qualification requirements

High Risk Work (Forklift) Licence	Desirable
Heavy Rigid (HR) Licence	Desirable

Essential key competencies (the capabilities you must have)

Warehouse and logistics management	Demonstrated experience managing warehousing, logistics or asset operations to support service delivery.
	Ability to coordinate asset deployment, storage, maintenance and tracking to meet business and operational requirements.

Asset, fleet and inventory management	Proven capability in managing asset and/or vehicle registers, inventory control, audits and lifecycle processes.
	Strong understanding of asset accountability, availability and utilisation.
	Experience using asset management, inventory or logistics systems to improve data quality and operational outcomes.
Work health and safety (WHS) and risk management	Experience implementing and monitoring safe systems of work within warehousing or logistics environments.
	Ability to identify, manage and mitigate risks in line with organisational requirements.
Governance, compliance and reporting	Experience supporting governance through accurate documentation, reporting, records management and audit readiness.
	Ability to operate within policy, legislative and procedural frameworks while exercising sound judgement.
Stakeholder engagement and service delivery	Strong interpersonal and communication skills to build effective working relationships with all stakeholders.
	Commitment to delivering timely, responsive and customer-focused logistics and warehousing services.
Leadership/people management	Demonstrated ability to lead, supervise and support staff, including performance management and capability development.
	Capacity to plan and coordinate workforce activities, including prioritisation and surge response where required.

Desirable key competencies (the capabilities you may have)

Emergency Services Experience	Previous experience in emergency management or related sectors.
Public Sector Experience	An understanding of the functions, structures and operational environment of government, including policy, governance and accountability frameworks.
Procurement and supplier management	Knowledge of public sector procurement practices, inventory purchasing or supplier performance management.
Continuous improvement	Demonstrated commitment to continuous improvement and process optimisation.



Special conditions

The incumbent is required to hold a current and unrestricted driver's licence (class C).

Intrastate and interstate travel will be required in this role and may include overnight accommodation.

Employment in this role may include frequent rostering for work duties on afternoon, weekend and public holiday shifts. These work duties could include standard duties required in this role and operational duties during emergency situations, in which case, 12-hour shifts may be rostered. During both instances, this work will constitute ordinary hours of duty, and the incumbent will be appropriately remunerated in accordance with the applicable industrial instruments.

Employment is dependent on the satisfactory completion of relevant criminal history and employment screenings. The type of criminal history and employment screenings and the assessment of satisfaction shall be determined by the SA SES.

