Role description

General information

Title:	Logistics Support Officer H5 Bird Flu Program			**Classification:**	ASO4
Division:	Biosecurity	**Branch:**	Animal Biosecurity	**Business unit:**	H5 Bird Flu Program
Type of appointment:	Term Contract	**Hours of duty:**	37.5	**Location:**	Metropolitan Adelaide

About us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

Purpose

The Logistics Support Officer is a member of the H5 Bird Flu Program and provides logistical and administrative support to enable effective Program delivery. The role supports the provision of personnel, facilities, equipment, supplies, transport, accommodation, catering, information systems and support services in line with operational priorities, maintaining accurate records and supporting an orderly transition and demobilisation.

The role operates in accordance with the policies, procedures and direction of the Program's Logistics Manager.

Key accountabilities

- Ensure accurate and timely processing of procurement activities, including invoicing, purchase orders and expense reports, in accordance with State Government requirements.
- Provide administrative support to the Logistics Manager and Program team, including organising and maintaining human and physical resources, facilities, services and materials in accordance with PIRSA policies and procedures.
- Assist in delivering effective Program Support functions appropriate to the size and complexity of the Program and its operational requirements.
- Respond to enquiries, resolve routine issues and provide high-quality client service to the H5 Bird Flu Program, maintaining effective stakeholder relationships.
- Identify opportunities for process and system improvements, contributing to more efficient workflows and administrative practices across the Program.
- Maintain accurate financial and administrative records, including the timely processing of accounts, purchasing activities and other general administration tasks in support of Program operations.

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Key deliverables / results

- Program Support functions are delivered effectively and in accordance with operational requirements and priorities.
- Business management requirements, including logistics inputs to Incident Action Plans (IAPs), are supported by accurate and timely information.
- Facilities, services, equipment and stock are available and maintained to meet identified Program requirements.
- Goods and services are fit-for-purpose, with supply issues and constraints identified and referred to the Logistics Manager as required.
- Administrative and customer service support is delivered accurately and within required timeframes, supporting effective employee onboarding and positive stakeholder experiences.
- Accurate and complete records of logistics activities, actions and outcomes are maintained to support informed decision-making, accountability and Program reporting.

Relationships

- The role reports to the Logistics Manager, H5 Bird Flu Program.
- The role works collaboratively with Program team members and other PIRSA business areas to support effective Program delivery.
- The role maintains effective working relationships with internal and external stakeholders, including suppliers, service providers and relevant industry representatives

Requirements

- Possession of a current driver's licence and willingness to drive.
- Out of hours work and inter / intrastate travel may be required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).
- You acknowledge your work, health and safety obligations and our expectations when applying for a role.
- The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.
- PIRSA works under the South Australian government's Protective Security framework. By applying for this role, you consent to obtaining and being screened under the process of a Nationally Coordinated Criminal History Check (NCCHC).

Qualifications

- Essential: Nil.
- Desirable: Experience in business support or logistics related functions in a response situation is preferred.

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Capabilities	
Capability	**Behaviours**
Professional and Technical Knowledge Demonstrates fundamental knowledge across all key areas of professional competence relevant to the role.	• Demonstrated knowledge of administrative processes and standards that support effective program and project delivery. • Demonstrated experience managing competing tasks, including preparing documentation and reports, providing administrative support and undertaking procurement and resource management activities. • Demonstrated proficiency in PC software (e.g. MS Office, Objective and Basware) to support administrative functions and systems. • Demonstrated ability to communicate effectively with stakeholders, both orally and in writing, providing information and assistance regarding business and logistics functions. • Demonstrated ability to maintain a high level of accuracy in data management, reporting and document preparation. • Demonstrated ability to provide responsive and efficient customer service to internal and external stakeholders, identifying issues and offering practical solutions.
Planning and Organising (Work Management) Sets own work priorities, uses tools (e.g. calendar, files, charts) and time efficiently to meet work objectives.	• Sets priorities effectively, allocating and managing time and resources accordingly. • Re-evaluates and renegotiates timeframes when unexpected situations arise. • Manages numerous tasks in priority order allowing sufficient time to meet deadlines.
Attention to Detail Ensuring that work and or information is complete and accurate; paying attention to detail to ensure work is timely, accurate and reliable.	• Sets up and applies procedures for checking the accuracy of work and information. • Asks others for comments and feedback on work. • Understands the implications of inaccuracies.
Business and commercial acumen Understands and ensures sound commercial principles are applied to all aspects of area of responsibility.	• Applies business principles and expertise to own area of responsibility. • Produces accurate costings, under supervision, for projects. • Works in an efficient way, taking responsibility to honour commitments and deliver on-time.

HRMS no.:		**ANZCO Code:**		**Objective ID:**	
Delegate approval:	Executive Director, Biosecurity			**Date:**	
Approved and classified by People and Culture:	Senior HR Business Partner, Biosecurity				

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