



Job Description Form

015465 Coordinator Logistics

Security and Response Services - Special Operations Group

Position details

Classification Level: 5

Award/Agreement: PSA 1992 / PS CSA Agreement 2019

Position Status: Permanent

Organisation Unit: Corrective Services, Operational Support

Physical Location: Special Operations Group, Hakea Prison Complex, Canning Vale

Reporting relationships

Responsible to: 008029 Assistant Superintendent Specialist Services - Level 6

This position: 015465 Coordinator Logistics - Level 5

Direct reports: 003284 Technical Support Officer – VO3A1
Technical Support Officer – VO3A1 (proposed)
1864 Armourer – VSO3

Overview of the position

The Special Operations Group (SOG) provides specialist 24/7 armed emergency response and security support services for all correctional facilities within the State. SOG also provides surveillance and intelligence gathering, high-security escorts, specialist training and exercising.

The Coordinator Logistics plans, manages and assures the acquisition, supply, warehousing, maintenance and repair of security and response equipment and systems for the Special Operations Group and correctional facilities across Western Australia.

The position ensures the equipment supplied to the facilities complies with appropriate standards and legislative requirements and is in a constant state of readiness to sustain operations. The position provides clear leadership and direction to a small logistics team.

In addition, this position may form part of an emergency management structure during emergencies at custodial facilities across the State.

Job description

- As part of the Special Operations Group, the successful applicant will be expected to:
- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Develops and maintains an integrated logistics support system to enable and sustain operations of the Special Operations Group.
- Provides technical expertise, advice, support and mentoring to stakeholders, in relation to logistics, supply chain management and preparedness.
- Plans, manages and assures the acquisition, supply, warehousing, maintenance and repair of specialist equipment and systems for the Special Operations Group and correctional facilities across Western Australia.
- Undertakes environmental scanning, in consultation with security and response services, correctional industry partners to identify emerging issues, trends and best practice to logistically support operations.
- Oversees operational testing, evaluation and reporting on proposed new security and response equipment and systems for the whole of Corrective Services
- Sources and negotiates with suppliers and service providers and manages contracts.
- Manages and controls the procurement and purchase orders of specialist equipment state-wide.
- Oversees the Master Equipment Register, to track, monitor and control all stocks of security and response related equipment across the State.
- Reports on compliance and auditing of specialist equipment within correctional facilities in Western Australia.
- Reports on compliance with licencing and statutory requirements in relation to procurement, secure storage and control of firearms and munitions. This includes mandatory maintenance and auditing of all firearms across the State.
- Coordinates the SOG vehicle fleet; assures readiness through regular inspection and maintenance.

- Manages SOG facilities and systems, including security systems, building access, CCTV, alarms, etc.
- Assures compliance with digital evidence management systems and processes for the storage and review of evidentiary documents, digital imagery and AV files.
- Develops and maintains documents, procedures, protocols, work instructions and records management guidelines related to the logistics function.
- As part of an Incident Management Team, contributes to Incident Action Planning process by providing subject matter expert advice in relation to logistics.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Proven experience and sound knowledge of Materiel Logistics methodologies and practices, compliance with legislative frameworks and Government policy requirements.
- A demonstrated ability to conduct trials, operational testing, evaluation and reporting on equipment, systems or similar.
- A demonstrated ability to use computers and associated equipment, audio visual equipment and various software programs and systems.

Desirable

- Attainment of, or progression towards, a relevant tertiary qualification in logistics.

Special requirements/equipment

- Possession of a current Western Australian 'C' class drivers licence or equivalent.
- The position holder may be required to travel and to work outside of normal hours if there is a critical incident or operation.
- It is a requirement that the position holder is successful, within 6 months of commencement, in obtaining a:
 - NEGATIVE VETTING LEVEL ONE security clearance as a condition of employment and maintaining the clearance for the duration of their appointment in the position. Only Australian Citizens are eligible to hold the NEGATIVE VETTING LEVEL ONE security clearance.
 - Clearance under the Working with Children (Criminal Record Checking) Act 2004.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER, CORRECTIVE SERVICES

Signature: _____ Date: 08-06-2020

HR certification date: June 2020