

ROLE STATEMENT



Role Title:	Equipment Officer
Department/ Team:	Support Hub
Location:	Perth, WA
Reports to:	Support Hub/Ministry Operations Team Leader

Scripture Union Australia's Vision & Mission

Scripture Union Australia (SUA) is an interdenominational Christian movement committed to providing Australian children, young people and families with opportunities to experience the transforming love of Jesus and to pursue a lifelong journey of discipleship.

SUA is part of the worldwide Scripture Union movement, a movement of Christians working with churches to make God's Good News known to children, young people and families and to encourage people of all ages to meet God daily through Bible reading and prayer. (scriptureunion.org.au)

SUA is a charitable 'limited by guarantee' not-for-profit organisation comprising more than 900 staff and thousands of volunteers, working with churches and serving in communities in all states and territories across Australia.

All SUA staff and volunteers are empowered and equipped to champion a child safe culture and are committed to the highest standards of safety and care in our work with children, young people and families.

Purpose of Role

To maintain Scripture Union's goods, chattels and property in an efficient manner.

- General Handy person skills, applicable to minor building maintenance and maintenance of camping equipment
- Ability to work in a highly systematic manner
- Ability to relate to a variety of people
- Ability to work in a team

The incumbent will contribute to the nurturing of a child safe culture and working environment.

Key Relationships

Primary Internal Relationships	<ul style="list-style-type: none"> • West Zone Support Hub/Ministry Operations Leader • Administration Assistant • Camping ministry Coordinators
Internal	<ul style="list-style-type: none"> • West Zone employees and volunteers, including relevant Administration Staff, Ministry Coordinators, Volunteers

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External	<ul style="list-style-type: none"> • Third party providers, schools, churches, individuals
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Key Accountabilities	
Accountability areas	Responsibilities
1. Maintenance - building and property	<ul style="list-style-type: none"> • Minor building maintenance, property and grounds care, goods and chattels at the Irvine St Office and other SU properties as requested by the Support Hub/Ministry Operations Leader. • Assisting the Administration Assistant and Support Hub/Ministry Operations Leader in the upkeep and support of staff and office facilities.
2. Maintenance – ministry equipment	<ul style="list-style-type: none"> • Maintenance of camping equipment, water craft, safety equipment, program related goods, ensuring they are in excellent condition for ministry use within a set budget. • Periodic inspection of equipment and stocktaking. • Arranging for scheduled preventative maintenance of equipment with external suppliers. • Arrange for unscheduled repair of equipment with external suppliers. • Undertaking in-house repair work. • Undertaking the purchase of new and replacement equipment within a set budget. • Observing appropriate safety precautions and using safety gear supplied.
3. Storeroom Housekeeping	<ul style="list-style-type: none"> • Maintain the SU equipment store in an orderly fashion, including the rack system, yard and sheds. • To ensure SU equipment is checked in and out appropriately by, <ul style="list-style-type: none"> • Liaising with the SU program leaders and staff concerning their packing arrangements and arranging the packing and return of equipment in consultation with them. • Liaising with external clients concerning their packing arrangements and arranging the packing and return of equipment in consultation with them. • Maintaining the booking system for equipment, accepting and scheduling bookings. This will require consultation with the staff, volunteers and external groups.

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4. Administration	<ul style="list-style-type: none"> • Process equipment orders, receiving and fulfilling packing orders as required • Ensuring the equipment inventory levels are up to date in the database. • Assisting the Administration Assistant with the booking and invoicing systems.
5. Vehicles	<ul style="list-style-type: none"> • Monitoring SU vehicles to ensure they are well looked after and any damages are reported. • Undertaking regular checks of the vehicles to ensure staff, volunteers and programs are using them appropriately and that they are returning them in a fit manner for the next booking/person.
6. Team contribution	<ul style="list-style-type: none"> • Contribute to the immediate team and the broader teams in SUA • Participate in SUA devotion activities including prayer retreats • Contribute at team meetings • Participate in wider organisation-based activities and learning opportunities • Demonstrate behaviour in line with a child safe culture • Comply with WHS requirements • Protect own health and safety • Protect safety of others. Report hazards, risks and all incidents.

Qualifications and experience

- Two to three years' experience in similar role desirable
- Basic computer skills including Word, Excel and Database
- Must have current driver's license

Competencies

Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • Store and maintenance skills, including use of tools and equipment • Competence in Microsoft Office 2007 (Word, Excel, Outlook, PowerPoint) and web based ticketing systems • Recording, managing and organising relevant information necessary for role, and storing it in the appropriate secure format.

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Attention to detail	Accomplishing tasks, no matter how small, showing concern for all aspects of the job. Accurately checking processes and tasks. Ensuring others can rely on the accuracy of work completed by the incumbent.
Collaboration	Working effectively with others in the organisation (including fellow team members and people in other teams) to accomplish organisational goals and to identify and resolve problems.
Communication (verbal and written)	Using effective interpersonal skills to present ideas and views to individuals or groups (including nonverbal communication). Targeting presentations to the characteristics and needs of the audience (should the role require giving presentations). Expressing ideas clearly in any written format (memo, email, and letter) with correct spelling, grammar and structure.
Continuous improvement	Using initiative to identify and suggest improvements to processes and procedures. Analysing options for procedural improvements and documenting outcomes.
Customer service	Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.
Problem solving	Analysing problems effectively, evaluating alternative courses of action, exercising sound judgement and taking action in line with the level of authority of the role.
Self-management	Managing one's own wellbeing and workplace behavior in order to contribute to a positive culture within SUA. This includes: <ul style="list-style-type: none"> ● Maintaining and promoting social, ethical and organisational norms in line with a Christian ethos; ● Taking actions that indicate a consideration for the feelings and needs of others; being aware of the impact of one's own behaviour; ● Maintaining stable performance under pressure and managing one's own stress effectively; ● Handling disappointment and/or rejection while maintaining effectiveness; ● Demonstrating perseverance by staying with a plan of action until the desired objective is achieved or is no longer required; and Being open to change and willing to adapt to new directions; adapting working style to blend with changes; and articulating workplace concerns in a respectful and constructive manner.

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Teamwork	Active participation in team effectiveness. Taking actions that demonstrate consideration for the feelings and needs of others. Being aware of the effect of one's behaviour on others. Proactively developing relationships. Using appropriate interpersonal styles and methods to inspire, guide and persuade others toward goal achievement. Working independently to a high performance standard when required.
Time management	Organising one's own workload to prioritise tasks appropriately and meet deadlines. Adjusting personal work routines to complete tasks required by others when necessary. Considering other people's needs when determining order of work to be completed. Being proactive.

Additional Requirements

SUA requires that the incumbent:

1. agree with, and agree to work under, the aims, beliefs and working principles of SU
2. be able to demonstrate a living and personal relationship with Jesus Christ
3. be able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular
4. be a respectable member of a local Christian church we recognise
5. be in receipt of a current positive Working With Children Check for the purposes of child related employment
6. be willing to work under SU Australia's Conduct and Behaviour Standards

Developed by	Group Director, West Zone
Approved By	Group Manager, People Services
Effective Date	August 2021