



Job Title:	Senior Logistics & Customer Liaison Officer	Position No:	R61
Group:	Regional Development	Service Area	Regional Development
Classification Level:	ASO6		
Reports to:	Regional Coordinator, Borroloola	Direct Reports:	One (1)
Location	Borroloola	Date Approved:	April 2024

POSITION OVERVIEW

This position is responsible for assisting the Regional Coordinator with the coordination of community consultations, meeting logistics and the supervision of meeting logistic staff in the Borroloola Regional Office.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Working closely with the Regional Coordinator and other internal stakeholders to manage priorities and facilitate the effective implementation of NLC projects and programs within the Borroloola Barkly region.
- Assist in the coordination and delivery of logistical support to ensure the effective and efficient planning of meeting activities within the region.
- Provide leadership and support to the regional office logistics team with the detailed planning of meetings, including the scheduling of meetings, completing logistical plans for a meeting event, organising venue hire, staff and Traditional Owner travel arrangements, accommodation, catering, vehicles, and equipment.
- Assist with the management of all meeting activities on the Regional Calendar and ensure that the relevant information is captured in the Regional Meeting System and filed appropriately.
- Supervise and manage subordinate logistics staff in the field ensuring that each staff know their role, in respect of venue preparation, the safe delivery of a meeting event etc.
- Assist with the management of NLC Assets used for logistical purposes such as property, workshop, vehicles and equipment.
- Develop and maintain effective and professional working relationships with internal and external stakeholders.
- Prepare clear, concise and informative documentation such as internal briefs and reports on matters relevant to the responsibilities of the NLC within the region.
- Provide accurate and timely advice to the Regional Coordinator and Regional Manager on issues affecting the region and the successful delivery of scheduled meeting.
- Assist in the management and review of Regional Office logistics meeting budgets and administer in line with NLC financial and human resource delegations and instructions, meet all reporting requirements.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader NLC organisation.



- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC's WHS management system and associated policies and procedures.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified

POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Diploma of Logistics or equivalent qualification or minimum of two (2) years' experience in a similar role.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Experience in successfully implementing project/program management activities, with an ability to strategically harness resources to effectively plan, coordinate and manage activities.
- Excellent organisational, time management and problem-solving skills with the ability to quickly identify, work through and resolve logistical issues or problems to ensure meetings and projects are delivered successfully on time and within budget.
- Ability to multi-task and effectively work in a multi-disciplinary team in a diverse and complex work environment with proven experience in balancing competing priorities, and delegating tasks to deliver a positive outcome.
- Demonstrated proficiency to communicate effectively in writing, utilise computer applications / databases, and the ability to produce clear, concise and informative documents for a range of purposes to suit the intended audience.
- Demonstrated experience in financial management (including budget management) processes and procedures, and appropriate confidentiality, ensuring protection of sensitive information.
- Experience and knowledge of working within a field-based operation, including awareness of Work Health Safety responsibilities and HR obligations.
- Ability to travel to remote areas using 4WD vehicles is involved so possession of a "C" class drivers licence and ability to safely drive a manual 4WD drive vehicles is essential.

DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- Possession of a current Medium Rigid (MR) or Heavy Rigid (HR) Drivers Licence.

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