

LOGISTICS COORDINATOR

BRANCH/UNIT	TAFE Infrastructure NSW		
TEAM	Logistics		
LOCATION	Orange and Wagga Wagga		
CLASSIFICATION/GRADE/BAND	TAFE Worker Level 6		
POSITION NO.	TBC		
ANZSCO CODE	551111	PCAT CODE	TBA
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Logistics Coordinator is responsible for coordinating fixed assets (Portable Plant & Equipment (PP&E), Mobile Training Units (MTUs) and Fleet) including the coordination of all vehicle salary-package arrangements.

3. KEY ACCOUNTABILITIES

1. Implement policies and procedures across PP&E, MTUs and Fleet to enable efficient operational delivery, accurate data management used for accounting purposes, physical control (stocktake and audit processes), protection, relocation and disposal of fixed assets and fleet across TAFE NSW.
2. Deliver training programs to all relevant staff within TAFE NSW to ensure effective asset management and compliance with approved policies and procedures. Maintain data Assettake and SAP systems.
3. Coordinate processing within SAP of loss/theft, damage, location of fixed assets all locations within TAFE NSW.
4. Maintain and ensure compliance 'whole of life' asset management (acquire, maintain (stocktake), transfer, dispose) policies, systems and procedures for P&E, MTUs and Fleet. Recommend changes where appropriate to enhance the effective and efficient management of these assets.
5. Coordinate the provision of salary packaged vehicles including provision of estimates of cost to managers, request for approvals, annual reconciliations and advice to People and Safety and Finance regarding salary deductions.
6. Coordinate data management and declaration for FBT purposes (pool vehicles and TAFE Manager Vehicles).
7. Coordinate annual Stocktake in line with the approved annual plan. Ensure compliance with Stocktake plan, procedures and timelines are achieved across designated locations.
8. By example, promote the development of a safe, healthy and inclusive work environment.
9. Place the customer at the centre of all decision making.
10. Participate in regular review of individual performance and development plans, clearly aligned to strategic objectives and focused to develop the individual.

4. KEY CHALLENGES

- Promoting an understanding of accountability of assets and the responsibilities of staff managing these assets.
- Balancing TAFE NSW fleet needs against NSW Government vehicle policies.
- Liaising with stakeholders to achieve workable timeframes to obtain information and perform consultation activities in the face of stakeholders' competing priorities.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Head of Logistics	<ul style="list-style-type: none"> Receive guidance direction and support
People & Safety and Finance	<ul style="list-style-type: none"> Collaborate closely motor vehicle packaging arrangements including FBT and salary deductions Assist with the generation of annual Stocktake report, certificates of stocktake
Team colleagues	<ul style="list-style-type: none"> Provide advice on Plant & Equipment, Mobile Training Units and Fleet. Seek feedback on continuous improvement needs for the team.
Other Branch and organisational staff, internal clients	<ul style="list-style-type: none"> Respond to queries, identify needs, communicate services and redirect, escalate or resolve issues. Liaise on a range of issues including the evaluation of requests (P&E, MTUs and Fleet), assist with future planning and allocation of capital resources
External	
Vendors/suppliers	<ul style="list-style-type: none"> Liaise and maintain an effective working relationship to ensure asset lead time, reliability and performance.

6. POSITION DIMENSIONS

Reporting Line: Head of Logistics

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: Nil

Budget/Expenditure: Nil

Decision Making:

- Coordinate and ensure compliance approved policies and procedures in relation to P&E, MTUs and Fleet.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

- Degree in relevant discipline or equivalent skills, knowledge and experience.
- Extensive experience (5-10 years) in asset control (stocktake and audit processes) and management in a computerised environment (i.e. SAP, Oracle etc.).





3. Demonstrated experience and understanding of accounting principles in asset acquisition, disposal, depreciation and reconciliation.
4. Ability to address and meet focus capabilities as stated in the Position Description.

8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities in **bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill: Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience & Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan And Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Foundational

FOCUS CAPABILITIES

The focus capabilities for the Assets and Fleet Controller are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths. Show commitment to achieving challenging goals. Examine and reflect on own performance. Seek and respond positively to constructive feedback and guidance. Demonstrate a high level of personal motivation.
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience. Clearly explain complex concepts and arguments to individuals and groups. Monitor own and others' non-verbal cues and adapt where necessary. Create opportunities for others to be heard. Actively listen to others and clarify own understanding. Write fluently in a range of styles and formats.
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services. Understand customer perspectives and ensure responsiveness to their needs. Identify customer service needs and implement solutions. Find opportunities to co-operate with internal and external parties to improve outcomes for customers. Maintain relationships with key customers in area of expertise. Connect and collaborate with relevant stakeholders within the community.
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work. Initiate, prioritise, consult on and develop team/unit goals, strategies and plans. Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses. Ensure current work plans and activities support and are consistent with organisational change initiatives. Evaluate achievements and adjust future plans accordingly.
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence. Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options. Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness. Identify and share business process improvements to enhance effectiveness.
Business Enablers Finance	Adept	<ul style="list-style-type: none"> Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions. Understand and apply financial audit, reporting and compliance obligations. Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate. Seek specialist advice and support where required. Make decisions and prepare business cases paying due regard to financial considerations.
People Management		
Manage and Develop People	Adept	<ul style="list-style-type: none"> Define and clearly communicate roles and responsibilities to achieve team/unit outcome. Negotiate clear performance standards and monitor progress Develop team/unit plans that take into account team capability, strengths and opportunities for development. Provide regular constructive feedback to build on strengths and achieve results. Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way. Monitor and report on performance of team in line with established performance development frameworks.