



# RFS

## SUPERVISOR LOGISTICS AND TRANSPORT

### ROLE DESCRIPTION

Cluster	Stronger Communities
Directorate   Business Unit	Preparedness & Capability   Logistics
Role Number	52016536
Grade	RFS Level 10/11
ANZSCO Code   PCAT Code	133611   1119192
Date of Approval	9 May 2024
Role Description Reference No.	RD1143
Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>

### About Us

The Rural Fire Service (RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

### Leadership Commitment

- Value and recognise the contribution of our people
- Create an environment where people can be at their best
- Work together to deliver the best community outcomes
- Be responsive and hold ourselves and each other to account

- Appreciate our different backgrounds and experiences make us greater

## Role Purpose

The role supervises a team that manages the distribution, logistics and operational readiness of equipment within the logistics team. The role develops the policies and standards for logistical operational support, working closely with internal and external stakeholders to facilitate the delivery of warehousing, distribution, supply chain, transport, and logistics functions.

## Key Accountabilities

1. Manage the transport and logistics management systems, including National Heavy Vehicle Regulations, Operational Readiness Planning to meet organisational and operational requirements.
2. Establish transport planning and resource management systems to meet organisational needs.
3. Work collaboratively with internal and external stakeholders to identify and report on opportunities to address current and emerging risks, to continuously improve logistical arrangements.
4. Lead the organisations logistical supply and demand-based information and compliance activities and develop organisational policy to meet regulatory requirements.
5. Proactively liaise with and coordinate the accessibility of heavy & light plant and ancillary equipment from suitably qualified contractors.
6. Lead the development of logistical process and ensure procurement documentation aligned to NSW procurement objectives.
7. Oversee logistical planning and scheduling activities and ensure appropriate controls (risk, scheduling and budgetary controls) are applied.
8. Oversee and manage the transport focused roles including assisting in the prioritisation of transport requirements across the State.
9. Embed a purpose-driven culture and effective people management practices to drive member engagement and service delivery to the community.
10. Lead a proactive approach to the continuous improvement of work health and safety, ensuring safe systems of work and management commitment to member wellbeing.
11. Lead and cultivate collaborative working relationships to deliver the best organisational and community outcomes.

## Essential Requirements

- An Advanced Diploma in a relevant discipline (e.g. Logistics, Leadership, Emergency Management), or equivalent relevant expertise.
- A current Driver Licence and the willingness and ability to travel.
- During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

## Key Knowledge and Experience

- Understanding of Transport and Resource Planning within the freight environment.
- Understanding of RFS operational logistics requirements and capability.
- Genuine appreciation and understanding of a volunteer-based community service.

## Role Dimensions

### Decision Making

- The role routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.

- The role seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.
- The role is guided in its decision making by the RFS Administrative Delegations (Policy P2.1.1) and RFS Financial Delegations (Policy P4.1.1)

## Reporting Line

The role reports to the Manager Logistics.

## Direct Reports

The role has two (2) direct reports, and two (2) indirect reports.

## Budget/Expenditure

Nil.

## Key Relationships – Internal

Who	Why
Manager / Director	<ul style="list-style-type: none"> <li>– Provide timely and transparent reports and obtain guidance regarding activities.</li> <li>– Provide support in regard to matters related to the work of the unit and keep apprised of the status of assigned work and activities.</li> </ul>
Category Managers	<ul style="list-style-type: none"> <li>– Support the technical capability of Category Managers across the RFS.</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>– Inspire and motivate team, provide direction, advice and manage performance.</li> <li>– Guide, support, coach, and mentor team members.</li> <li>– Review the work and proposals of team members.</li> <li>– Encourage team to work collaboratively to contribute to achieving team's business outcomes.</li> </ul>
Internal Committees	<ul style="list-style-type: none"> <li>– Participate as a member on a number of internal committees, which vary from time to time.</li> </ul>






## Key Relationships – External

Who	Why
Industry leaders, other government agencies & Emergency Services	<ul style="list-style-type: none"> <li>– Participate in forums, groups to represent agency and share information.</li> <li>– Participate in discussions regarding innovation and best practice.</li> <li>– Participate in cross agency support programs and collaborative initiatives.</li> </ul>
Contract partners, vendors and suppliers	<ul style="list-style-type: none"> <li>– Develop supply relationships.</li> <li>– Manage and report on performance indicators.</li> <li>– Undertake an appropriate schedule of category and contract management meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>– Escalate issues to address current and potential problems.</li> </ul>
Regulators/ Industry bodies/ suppliers and subcontractors	<ul style="list-style-type: none"> <li>– To escalate issues, resolve issues and achieve value for money outcomes so that the RFS is well equipped with resources.</li> </ul>

## Capabilities for the Role

The [NSW Public Sector Capability Framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. **Focus capabilities** are considered the most important for effective performance of the role.

Capability Group	Capability Name	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity and Inclusion	Intermediate
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 <b>Results</b>	Deliver Results	Adept
	<b>Plan and Prioritise</b>	<b>Advanced</b>
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Adept
 <b>Business Enablers</b>	Finance	Intermediate
	Technology	Intermediate
	<b>Procurement and Contract Management</b>	<b>Adept</b>
	Project Management	Adept
 <b>People Management</b>	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	<b>Optimise Business Outcomes</b>	<b>Adept</b>
	Manage Reform and Change	Adept

For further information regarding this role description, please contact the Recruitment Team or email [Recruitment@rfs.nsw.gov.au](mailto:Recruitment@rfs.nsw.gov.au).

