

# Role Description

## Logistics Officer

Cluster	Education
Agency	NSW Education Standards Authority (NESA)
Division/Branch/Unit	Assessment Operations
Location	North Rocks NSW
Classification/Grade/Band	Clerk Grade 3/4
Kind of Employment	Ongoing
Role Number	B1179
ANZSCO Code	53111
PCAT Code	1111111
Date of Approval	February 2019
Agency Website	<a href="http://www.educationstandards.nsw.edu.au">www.educationstandards.nsw.edu.au</a>

### Agency overview

The NSW Education Standards Authority (NESA) is an independent statutory authority responsible for the curriculum, assessment, teacher accreditation and regulatory standards in NSW schools, and accreditation of early childhood teachers. NESA is responsible for developing policies and initiatives for evaluating and improving quality teaching and student learning across all schools and school sectors. NESA was formally established on 1 January 2017, in response to the need to adopt a more strategic and outward-looking focus, greater clarity of regulatory roles and responsibilities, and streamlined processes and systems.

### Primary purpose of the role

The Logistics Officer supports the Logistics Coordinator in the delivery of HSC operations and is responsible for logistic activities relating to the HSC examinations & marking programs.

### Key accountabilities

- Manage the ordering and allocation of stores requirements for HSC operational activities.
- Manage stocktake and reconciliation procedures of HSC examination equipment and stationery requirements.
- Supervision of HSC written examination papers pack and coordinate the dispatch and delivery to nominated security centres.
- Assist in the management of transport of HSC materials, examination papers and responses across HSC marking venues.
- Supervise and manage Post Results services.

## Key challenges

- Coordinating high volume activities across multiple sites with critical timelines and limited resources
- Handling sensitive and confidential matters associated with high stakes examinations
- Negotiating and managing relationships with a diverse range of stakeholders

## Essential requirements

- Forklift license
- Driver licence

Note: at various times throughout the year, the Logistics Officer is required to work outside of normal business hours and at other Sydney locations.

## Key relationships

Who	Why
<b>Internal</b>	
Logistics Coordinator	<ul style="list-style-type: none"><li>• Provide support for logistical aspects of HSC operations</li><li>• Report on the progress of the HSC Pack and transport</li></ul>
Operations Team	<ul style="list-style-type: none"><li>• Work collaboratively to contribute to achieving team outcomes</li></ul>
Stakeholders - Directorate	<ul style="list-style-type: none"><li>• Consult and collaborate to resolve and improve program-related issues</li><li>• Provide updates/report on progress and requirements</li></ul>
<b>External</b>	
Vendors, service providers and consultants	<ul style="list-style-type: none"><li>• Consult and monitor provision of service to ensure compliance with contract and service agreements</li><li>• Consult, provide and obtain information, negotiate required outcomes and timeframes</li><li>• Engage and consult in the resolution of project issues</li></ul>

## Role dimensions

### Decision making

Decisions are made in accordance with the NESA policies and procedures including the Code of Ethics and Conduct. This role exercises some autonomy within defined parameters of agreed scope of works and refers to the Logistics Coordinator any decision requiring variations to agreed outcomes.

### Reporting line

The Logistics Officer reports to the Logistics Coordinator, Operations

### Direct reports





There are 0 direct reports.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Foundational
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 <b>Results</b>	Deliver Results	Intermediate
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Foundational
 <b>Business Enablers</b>	Finance	Foundational
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

## Focus capabilities

The focus capabilities for the role 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 role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Stay motivated when tasks become difficult</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>Focus on key points and speak in 'Plain English'</li> <li>Clearly explain and present ideas and arguments</li> <li>Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Prepare written material that is well structured and easy to follow by the intended audience</li> <li>Communicate routine technical information clearly</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and cooperative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes that were achieved by effective collaboration</li> <li>Engage other teams and units to share information and jointly solve issues and problems</li> <li>Support others in challenging situations</li> <li>Use collaboration tools, including digital technologies, to work with others</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>Understand the team/unit objectives and align operational activities accordingly</li> <li>Initiate, and develop team goals and plans and use feedback to inform future planning</li> <li>Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals</li> <li>Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>• Research and analyse information to make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder the completion of tasks and find appropriate solutions</li> <li>• Be willing to seek input from others and share own ideas to achieve best outcomes</li> <li>• Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable the performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Understand and comply with information and communications security and acceptable use policies</li> <li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul>