

# GREENPEACE Australia Pacific

## JOB DESCRIPTION

<b>Role:</b>	Logistics Coordinator
<b>Department:</b>	Program
<b>Grade:</b>	6
<b>Direct Reports:</b>	Nil Direct Reports - <i>works closely with contractors, interns and volunteers</i>
<b>Status:</b>	Full-time, Permanent

### Overall purpose of the role

The Logistics Coordinator is responsible for overseeing asset management of all campaign activity-related items and equipment, and to provide support for all personnel in the training and techniques of related assets and equipment. Secondly, the Logistics Coordinator assists with the development and implementation of action-led tactics and activist programs. The role provides support to the process of organising large teams of people in complex and often tense situations. This position will contribute to the development of team strategic and tactical capabilities in order to achieve campaign objectives.

### Organisation Environment - Greenpeace Mission

Greenpeace's goal is to ensure the ability of the earth to nurture life in all its diversity. Greenpeace is an independent campaigning organisation which uses non-violent, creative confrontation to expose global environmental problems and to force the solutions which are essential to a green and peaceful future. Greenpeace drives change by igniting the shared economic, political, social and cultural power of people to win a just and healthy planet.

### Main responsibilities

#### 1. Asset Management

- Coordinate all aspects of the operation of the warehouse and fixed assets
- Ensure the correct maintenance of all aspects of the warehouse and fixed assets, including the vehicle fleet, boat fleet, communications and climbing equipment
- Manage all aspects of equipment procurement, including researching, developing and maintaining a source of repair-shops and suppliers as well as of equipment and vehicle rentals

#### 2. Project delivery

- Develop and lead the implementation of direct action related strategies central to campaign objectives, in conjunction with campaign teams.
- Take responsibility for the logistical planning, preparation, coordination and implementation of direct actions, direct communications, environmental protests, investigations, tours, ships-based actions in Australia and the Pacific
- Develop and implement organising plans to recruit, develop, support and debrief large teams of people in complex activities

#### **4. Support Management**

- Assist to develop risk assessments and then prepare and implement security plans for 'high-risk' field work
- Represent Greenpeace in public activities, the media and with other NGOs on direct action and campaign issues as directed
- Maintain components of the Greenpeace Australia Pacific website as required
- Supervise and coordinate contractors and volunteers working on projects as required.
- Other duties as assigned.

#### **5. Internal and External Relationships**

- Ensure Workplace Health and Safety (WHS) protocols and procedures for direct action and fieldwork are developed and strictly adhered to
- Provide input into the development and implementation of the activist training program and act as a trainer in areas of their specialist expertise
- Build and maintain a network of external contacts, specialists and advisors to assist with the research, preparation and delivery of campaign activities
- Build a network of global Greenpeace staff, volunteers and activists to improve the delivery of campaign activities and asset management
- Coordinate teams of people in complex and stressful situations.

#### **6. Content creation**

- Create and deliver engaging creative actions and communications to reach target audiences, as part of public relations and in the course of your work
- Generate and guide engaging and purposeful content for use across diverse channels, where content is anything that inspires a chosen audience to act - such as a Facebook video, a report, or peaceful protest.

#### **7. Finance and Budgets**

- Manage project budgets and expenditure

- Responsibility for the management of the Warehouse – including the acquisition and maintenance of equipment and implementation of OH&S policies and protocols.

## **Competencies**

### **Organisational competencies**

- Professionalism and commitment, in particular high-quality planning and organising
- Achievement, in particular towards measurable objectives both individually and for Greenpeace
- Interpersonal relationship skills, in particular building constructive and long-term relationships with both internal and external parties
- Knowledge sharing
- Values diversity, in particular having a global mindset and cultural awareness

### **Functional competencies**

- Experience in management of an equipment warehouse or other technical projects
- Understanding of maintenance requirements of vehicles, boats and other equipment
- Experience in the development and implementation of industrial safety management systems, including a strong understanding of Workplace Health and Safety regulations and procedures
- Experience in coordinating and/or team leading direct actions
- Demonstrated understanding of Workplace Health and Safety issues relating to direct action.

### **Technical competencies**

- Current driver's license - ability to drive manual or willingness to learn
- Experience as a trainer in one or more of; boat driving, climbing, NVDA and HAZMAT
- Experience coordinating / delivering training programs
- Forklift drivers license
- Mechanical experience in either cars or inboard/outboard boat engines
- Boat driving license or other marine qualifications, desirable.

### **Method related competencies**

- Planning and budget management skills
- Time management skills, in particular the ability to plan, organise and prioritise multiple projects and maintain tight deadlines.

### **Social competencies**

- Exceptional interpersonal and negotiation skills
- Ability to work effectively in a team environment
- Ability to work well under pressure.

**Leadership competencies**

- Ability to work autonomously without supervision
- Excellent strategic thinking ability.

**Attitude**

- Identification with Greenpeace goals and belief in Greenpeace values.

**Specific work environment**

- Based in Greenpeace Australia pacific offices in Ultimo and warehouse in Botany
- Occasional work in unusual hours across time-zones and on weekends, with domestic and international travel as required.