

JOB DESCRIPTION

Job Title:	<i>Logistics Officer</i>
Location:	<i>Alice Springs</i>
Position Status:	FTE 0.6
Team:	<i>Corporate Services</i>
Reports to:	<i>Corporate Services Manager</i>

Your Role

In order to fulfil our mission and pursue our vision in accordance with our values, the **Logistics Officer** is required to:

- **Travel logistics:** Coordinate approved staff travel, including flights, accommodation, ground transport, itineraries, booking changes and travel records.
- **Field-trip logistics and preparation:** Work with trip leads to coordinate the vehicles, equipment, supplies, communications devices and other practical requirements needed for field activities.
- **Field equipment and asset management:** Maintain accurate records and coordinate the issue, return, storage, inspection, servicing and replacement of field equipment and operational assets.
- **Fleet coordination:** Coordinate vehicle bookings, servicing, maintenance, inspections, defect follow-up and fleet records to ensure vehicles are safe and available when required.
- **Alice Springs office and operational logistics:** Coordinate freight, deliveries, storage, equipment, supplies and other practical logistics required to support the Alice Springs office and IDA's operations.
- **Safety, compliance and continuous improvement:** Maintain accurate records, follow IDA's safety and operational requirements, escalate identified issues and support ongoing improvements to logistics processes.

Your Duties

1. Travel logistics

- Coordinate approved domestic travel arrangements, including flights, accommodation, ground transport, car hire and transfers.
- Prepare and distribute clear itineraries and booking confirmations, and keep relevant staff informed of changes.
- Check that required approvals and traveller information have been provided before bookings are made, and follow up incomplete requests.

- Manage booking changes, cancellations, credits and travel disruptions in a timely and cost-conscious manner.
- Maintain accurate travel records and support reconciliation of supplier invoices, credits and travel expenditure.
- Develop productive relationships with travel providers and identify practical opportunities to improve value, reliability and service.

2. Field-trip logistics

- Work with trip leads to confirm participant numbers, dates, destinations, transport, accommodation or camping requirements, equipment needs and delivery timeframes.
- Coordinate field-trip readiness checklists and confirm that approved journey plans and other required documentation have been completed by the responsible manager or trip lead.
- Prepare, issue and receive field equipment, communications devices, first-aid supplies, emergency equipment, camping gear and other trip resources.
- Coordinate freight, food, water, fuel, consumables and other practical requirements where requested for a field activity.
- Support remote aviation activities including fuel delivery.
- Undertake post-trip reconciliation, including returned equipment, damage or loss reports, replenishment, cleaning and follow-up actions.
- Escalate unresolved booking, vehicle, equipment or safety-readiness issues early so they can be addressed before departure.

3. Field equipment and asset management

- Maintain an accurate asset register for field equipment, including ownership, location, custodian, condition, service dates and issue/return history.
- Label and organise equipment and storage areas so items can be located, issued and returned efficiently.
- Coordinate routine inspections, testing, servicing, calibration, battery replacement and repairs in line with manufacturer requirements and IDA processes.
- Manage equipment such as satellite phones, personal locator beacons and EPIRBs, first-aid kits, fire equipment, radios, field and camping kits, tools and other safety-critical assets.
- Conduct regular stocktakes, monitor consumables and coordinate replenishment or replacement within approved budgets.

- Remove defective or expired equipment from service, clearly record its status and promptly escalate safety-critical defects.
- Use IDA's nominated digital systems to maintain reliable asset records, reminders and reports.

4. Fleet coordination

- Coordinate vehicle bookings and allocations to support approved travel and field activities, balancing operational needs and vehicle availability.
- Maintain accurate fleet records, including registrations, insurance, servicing, maintenance, inspections, accessories, keys, fuel cards and assigned users.
- Monitor completion of pre-start, pre-trip and post-trip vehicle checks and follow up overdue or incomplete records.
- Coordinate servicing, repairs, tyres, cleaning, recovery equipment and other maintenance with approved providers.
- Record, track and escalate vehicle defects; arrange for vehicles with safety-critical defects to be taken out of service until appropriately assessed or repaired.
- Coordinate vehicle handovers and ensure users receive relevant information about bookings, condition, equipment and reporting requirements.
- Maintain Fleetio or other nominated fleet systems and provide regular information on availability, utilisation, maintenance and outstanding actions.

5. Office and operational logistics

- Coordinate freight, couriers, deliveries, storage and distribution of equipment and supplies from the Alice Springs office.
- Maintain appropriate stocks of operational consumables, emergency supplies and frequently used field items.
- Obtain quotes, place approved orders, liaise with suppliers and support accurate invoice processing and cost allocation.
- Support practical office logistics and coordination during events, staff gatherings, training activities and periods of high field activity.
- Develop and maintain simple checklists, instructions and records that make logistics processes clear and consistent.
- Contribute to training and guidance for staff on fleet, asset and logistics processes and systems.

6. Participate as a member of the IDA team

- Incorporate “IDA - Our Way of Working” into your daily work practices
- Deliver a professional, proactive, accurate, efficient, confidential and member/partner focused service to a wide range of internal and external stakeholders
- Comply with all IDA policies, codes and procedures.
- Adhere to the IDA’s workplace health and safety policies and procedures
- Contribute to the IDA’s operational planning, review processes and other meetings relevant to IDA and your role as directed
- Participate in performance reviews and professional development
- Other duties as directed by the Chief of Engagement.

SELECTION CRITERIA

Essential Qualifications, Skills and Experience:

- Demonstrated experience in logistics, travel coordination, fleet coordination, asset management, administration or a comparable operational support role.
- Strong organisational skills and attention to detail, with the ability to manage multiple bookings, deadlines, assets and competing priorities while maintaining accurate digital records.
- Sound judgement and practical problem-solving skills, including the ability to identify issues early, assess priorities and escalate matters appropriately.
- Strong written and verbal communication skills, with the ability to work respectfully and effectively with staff, suppliers, service providers, First Nations people, and people from culturally diverse backgrounds.
- Competence using Microsoft 365 and the ability to learn fleet, travel and asset-management systems,
- Current unrestricted C class driver licence.

Desirable Qualifications, Skills and Experience:

- Experience supporting remote field operations, ranger programs, land management, not-for-profit organisations or community-based work.
- Experience using fleet-management, travel-booking or asset-management software, including Fleetio or a similar system.



- Knowledge of vehicle maintenance scheduling, remote communications equipment or field safety equipment.
- Experience working in Central Australia and knowledge of local suppliers and service providers.