
Position Description



Kanyirninpa Jukurrpa

Position:	Logistics & Infrastructure Manager
Term:	Full-time, permanent
Reporting to:	Corporate Services General Manager
Role:	Leadership of KJs Logistics team of Logistics and Administration staff, and management of assets and infrastructure.
Location:	Newman, Western Australia, with occasional travel to remote Martu communities and on Country.
Salary:	A generous salary (circa \$120-140k), plus housing and additional benefits, will be negotiated based on skills and experience.
Enquiries:	matt.watts@kj.org.au
Applications:	Send a cover letter and resume to matt.watts@kj.org.au

About Kanyirninpa Jukurrpa (KJ):

Kanyirninpa Jukurrpa, known as KJ, is a Martu organisation established to support Martu to look after culture and Country, strengthen communities, and build a strong future for Martu people who are the Traditional Owners of the Martu native title determination and Karlamilyi National Park, covering approximately 15 million hectares across three desert bioregions.

KJ delivers cultural, environmental, family and social programs across a number of remote communities and Newman. KJ employs a large Martu workforce alongside non-Martu staff working across a geographically dispersed operating environment.

KJ is governed by a Martu Board. Respect for Martu leadership, knowledge, priorities and ways of working is central to all positions within the organisation.

Position Overview

The Logistics and Infrastructure Manager has oversight and day-to-day management of all KJs logistics and infrastructure requirements. Whilst the role is predominantly a supervisory position with a heavily biased administrative workload, it *does* require some hands-on manual labour during busier periods.

The role is a pivotal position within KJ as it supports the operational delivery of a large suite of programs across the whole organisation, and as such requires an experienced and skilled communicator/ negotiator to effectively and efficiently deliver the required service within a fast-moving and complex environment. Additionally, much of KJs logistical systems and processes require modernising and embedding to form a fit-for-purpose department that delivers a future-proofed, capable, and effective foundational support for KJ operational delivery.

Responsibilities

Infrastructure/ Assets

- Lead the development and continuous improvement of infrastructure management, aiming for consistent and optimal application across the organisation.
- Develop and maintain a robust infrastructure and asset management plan.

- Develop a forward property works/ maintenance program including budget preparation and reporting.
- Negotiate and manage all leases/ requirements for KJs property portfolio.
- Provide project management support for KJs asset and infrastructure improvements, including developing and managing budgets.
- Development, review, and management of KJs infrastructure security systems.

Fleet

- Negotiate and manage all vehicle leases (including replacements, renewals, updates, modifications etc), insurance, and registration for KJs fleet.
- Oversee the scheduling and delivery of all vehicle maintenance and repair works.
- Management and oversight of all vehicle safety systems (trackers, speed monitoring, signage, etc.).
- Develop, review, and manage all KJs fleet-related policies and procedures.

I.T

- Procurement, provision, and control oversight of KJs technology assets.
- Management oversight of KJs internet network provision.

Leadership

The Logistics & Infrastructure Manager leads a small team of staff (currently one Leading Hand, two rotating Logistics Officers, and also provides day-to-day line management support to KJs Administration team) from the main office in Newman WA and is required to:

- Build a capable team by recruiting, selecting, onboarding, and overseeing the training and capability development of all team members.
- Provide clear direction to the team so they can be effective and collegial in their roles to enable the successful delivery of KJs goals.
- Provide leadership, guidance, and supervision, and effectively apply modern people management practices to uphold a positive working environment that reflects KJs vision, values, and behaviours.
- Ensure that all performance management activities are completed within the team in a timely manner.
- Embed KJs values throughout all team deliverables and services, ensuring alignment with organisational culture and fostering a sense of shared purpose.
- Design and implement appropriate training and developmental opportunities for the team.

Departmental Practices, Systems, Policies, and Procedures.

- Oversee the procurement, provision, and management/ control of KJ stock.
- Manage KJs suite of insurances – including renewals, reports, reviews, claims, and performance.
- Establish and implement policies, procedures, and standards related to the departments responsibilities.
- Ensure financial management oversight of departmental budgets and expenditure in accordance with established delegations, timeframes, and quality requirements.
- Develop strategies that improve procurement, shipping, and other associated costs.
- Develop and implement contingency plans to address logistics risks.
- Commence and lead ongoing improvement reviews of logistics performance and service effectiveness.

WHS

- Responsible for own safety and the safety of others.

- Accountable for ensuring the safety of the community, KJ staff/ volunteers, and our contractors is not compromised.
- Manage KJs internal requirements relating to testing and tagging of electrical equipment and regular testing and maintenance of fire safety equipment.
- Comply with, and promote adherence to, KJs Health, Safety and Wellbeing Policy.
- Assist with the development, implementation, and ongoing education of safety documents specific to the Logistics department.
- Abide by KJs internal and legislative safe work procedures, instructions, and safety management practices.
- Correct or report unsafe situations, workplace incidents, accidents or damage, and use safety equipment and devices as specified.
- Participate in activities associated with the management and delivery of workplace safety.
- Lead the development and operational effectiveness of KJs Remote Travel policies, procedures, and safety systems.

Behaviour

- Perform duties efficiently, responsibly, and ethically and in accordance with KJs Code of Conduct.
- Contribute positively, respectfully, and collegiately within all leadership meetings and communications.
- Promote and model professional behaviour consistent with KJs Code of Conduct, and organisational values.
- Develop, model, promote, and encourage positive, respectful, and cohesive team engagement throughout the organisation.

Operational Support

- Work closely with other department managers to support trip coordinators with preparation of remote and Newman based trips (including but not limited to the coordination of vehicles, food, plant, and equipment).
- Meet regularly with other program area managers to collaborate, negotiate, and plan KJs service delivery.
- Prepare and present regular reports to internal stakeholders (leadership team, Board etc.) on departmental responsibilities, outcomes, safety, and compliance.
- Actively participate as a middle-management leader for the purposes of delivering collaborative, respectful, and accountable best practice in service delivery.
- Develop and manage relevant relationships, pricing, agreements, and performance, from a broad range of contractors, manufacturers, local businesses, suppliers, partners, and entities.
- Work with all program areas and departments to explore/ improve opportunities for leveraging collaboration, sharing resources (fiscal and otherwise) and developing best practices for KJ.
- Establish and maintain relationships with key internal stakeholders (middle-managers, field staff, CLT, Martu etc.).

Some travel to remote Martu communities is a requirement of the position. Travel may include four-wheel-drive vehicles and light aircraft.

Qualifications and Requirements

- Relevant qualifications in logistical management, business management, or equivalent demonstrated experience.
- Demonstrated experience in fleet, project, and asset/ infrastructure management preferred.
- Ability to establish and improve logistics systems, processes, documents, and

outcomes.

- Strong written and verbal communication, negotiation, organisation, and recordkeeping skills.
- Excellent stakeholder relationships skills and experience.
- Demonstrated experience leading and developing teams within a complex service delivery environment preferred.
- The ability to work respectfully and effectively within a Martu-led organisation.

The successful applicant must have unrestricted rights to work in Australia for the duration of their employment.

The successful applicant must also hold or be willing to obtain:

- Current unrestricted Australian driver's licence (LR/ HR highly regarded).
- National Police Clearance.
- Western Australian Working with Children Check, where required.
- Any other checks or clearances required by KJ.

General Employment Obligations

All KJ employees are expected to:

- Work in accordance with KJ's values, policies, and Code of Conduct.
- Respect Martu cultural authority, knowledge, and ways of working.
- Contribute to a safe, respectful and inclusive workplace.
- Comply with lawful and reasonable directions.
- Protect confidential and sensitive information.
- Participate in performance, training, and organisational processes.
- Report risks, incidents, and concerns appropriately.
- Undertake other reasonable duties consistent with their position.

Position description acknowledgement

I acknowledge that I have read and understood this position description. I understand that the responsibilities may be reviewed and adjusted from time to time to reflect KJ's organisational requirements.

Employee name:

Employee signature:

Date:

Manager name:

Manager signature:

Date: