



## ADMINISTRATION/PROJECT SUPPORT OFFICER

### Position Description/Person Specification

#### Role & Organisational Overview

The South Australian Freight Council (SAFC) is seeking a motivated, part-time Administration/Project Support Officer to support the Council's growth, operations and internal change agenda.

SAFC is the State's peak, multi-modal freight and logistics industry group that advises all levels of government on industry related issues. SAFC represents road, rail, sea and air freight modes and operations, freight services users and assists the industry on issues relating to freight logistics across all modes.

Reporting to the Executive Officer, the Administration/Project Support Officer is responsible for the provision of administration, communication and project support services that facilitate the achievement of the Council's vision and objectives.

The position is offered at 3 days (24 working hours) per week; however the Council is open to negotiating how this time is allocated over the working week with the successful candidate.

#### Responsibilities:

The Administration/Project Support Officer is **accountable** to the Executive Officer, SAFC for:

- the sound administration of the Council.
- the organisation of events and functions.
- drafting and issuing communications to members, the industry and general public through various mediums
- undertaking and/or assisting in research, analysis and evaluation of issues relevant to the development, coordination and achievement of organisational goals and objectives.
- undertaking other duties as directed by the Executive Officer and/or Chair of SAFC.

The Administration/Project Support Officer will **contribute** to:

- a) efforts aimed at expanding the SAFC Membership base and the development and implementation of the SAFC Membership strategy;
- b) development of the freight and logistics industry in South Australia, including the movement of all goods to urban, intrastate, interstate, and overseas markets across all transport modes;
- c) identification of constraints on competitive freight transport, generation of innovative solutions and making recommendations to Government and Industry on their implementation;
- d) facilitating efficiency initiatives and integrating freight transport improvements throughout the freight logistics chain;
- e) continually improving competitiveness in target markets through the development and implementation of sustainable logistics practices for products and supply chains of all types;

- f) raising awareness and improving quality and efficiencies along the entire logistics chain from 'paddock to plate' which will benefit all supply chain partners nationally and internationally;

by:

- a) providing a responsive, customer-focused service to SAFC Members and stakeholders;
- b) preparing minutes, proposals, submissions, letters, manuals, reports and information resources;
- c) coordinating arrangements for meetings and appointments, including assisting in the preparation of agendas and the recording and distribution of minutes and other relevant documentation;
- d) drafting and distributing responses where appropriate;
- e) preparing electronic presentations where appropriate;
- f) assisting with the response to enquiries from the public, members and stakeholders in matters relating to logistics;
- g) liaising with participants and key stakeholders of the logistics industry;
- h) contributing to the management and operation of all SAFC committees, Agile Focus Groups and sub-groups (as established from time to time);
- i) providing secretariat services to committees, Agile Focus Groups and sub-groups as directed;
- j) providing general administrative services to SAFC;
- k) putting in place suitable arrangements for SAFC events and functions;
- l) contributing to the management and enhancement of SA Freight Council operated websites, (including the SAFC website [www.safreightcouncil.com.au](http://www.safreightcouncil.com.au), the Logistics Information and Navigation Centre (LINC Website – [www.the-linc.com.au](http://www.the-linc.com.au)); and Sustainable Freight Website [www.sustainablefreight.com.au](http://www.sustainablefreight.com.au) .

### **Communication:**

- Maintain close contact with Members, the Executive Committee and Executive Officer to identify issues, find solutions and progress such matters where appropriate through Council.
- Establish and maintain effective communication mechanisms and foster constructive relationships throughout the Council
- Prepare draft SAFC Newsletter (FreightLog) articles.
- Prepare and distribute communications via Twitter, LinkedIn and other social media as required.
- Actively promote the work of the Council to key stakeholders.
- Identify key SA logistics issues and summarise external reports.

### **Special Conditions**

- Out of hours work and interstate / intrastate travel, including air travel and overnight absences, may be required.
- You will be required to provide own car for travel within the State. Travel within the metropolitan area will be provided by you. An allowance has been made within the salary package to cover same. Travel outside of the metropolitan area will involve reimbursement of fuel costs only.

## **Person Specification:**

- A current driver's licence is essential for this role.

### ***Education and Training:***

#### *Essential:*

- Completion of secondary schooling with a SACE or equivalent award.

#### *Desirable:*

- Relevant tertiary qualifications (Economics, Business, Communications, Public Policy, Administration etc)

### ***Work Experience:***

*Essential:* One or more of the below (More is *desirable*):

- Customer liaison/service and client relationship building experience.
- Experience in an administrative role
- Experience in the Transport and Logistics industry preferably covering all of road, rail, sea and air.
- Experience in managing Website content
- Policy development experience
- Industry Association experience.

### ***Knowledge and Skills:***

#### *Essential:*

- Good verbal and written communication skills.
- Problem solving skills.
- Organisational skills.
- Administration skills.
- a high level of computer program literacy, including the Microsoft Office suite (Outlook, Word, Excel and Powerpoint)

#### *Desirable:*

- Analytical skills and the ability to interpret the relevance of complex information to members and the industry.
- Knowledge of the Transport & Logistics industry.
- Website development and content maintenance
- Skills in MS Publisher (or equivalent publishing software) and MS Access
- Social Media content development and account management skills

### ***Attributes***

#### *Essential:*

- Strong customer focus and committed to service excellence.
- Highly motivated self-starter.
- Ability to communicate a professional image.
- Ability to work effectively as part of a team.
- Ability to identify customer requirements / problems and respond appropriately.
- Ability to travel intrastate and interstate as (and if) required.

Training will be arranged where appropriate.