



# POSITION DESCRIPTION

<b>Job Title</b>	Equipment and Logistics Manager
<b>Reporting to</b>	School Director - Tharwa
<b>Key Stakeholders</b>	Program Coordinators, School Director, Head of Operations
<b>Number of direct reports</b>	0
<b>Location</b>	Tharwa, ACT

## ABOUT OUTWARD BOUND

Outward Bound Australia was established in 1956 and has a proud history of delivering outdoor education programs. Outward Bound programs provide inspiring and challenging experiences in the outdoors to help people with personal character development, relationships with other people and an appreciation of our natural environment. Since its inception, OBA has delivered programs to around half a million Australians – significantly impacting many lives and creating a passionate community of alumni.

Outward Bound Australia is a member of the Outward Bound International network, the most experienced provider of outdoor development programs in the world. Founded in 1941 in the UK and based on the personal development principles and values of Kurt Hahn (who also designed the Duke of Edinburgh Awards scheme) Outward Bound has since spread to over 38 schools in 35 countries covering 6 continents.

OBA's activities are centred on the national base at Tharwa in the ACT (near Canberra). In recent years, operations have included delivery sites at Buchan in the Snowy Mountains area of Victoria and Walpole in South Western WA. OBA also undertakes philanthropic endeavours through the Australian Outward Bound Development Fund (AOBDF) to provide disadvantaged Australians with opportunities to participate in OBA programs.

The past couple of years has been extraordinarily challenging for Outward Bound Australia. OBA was significantly impacted by the 2019-2020 bushfires, with 80% of operational program areas impacted, including fires on the doorstep of our base at Tharwa. The onset of COVID-19 caused a full cessation of programs and operations were put into 'hibernation' at Tharwa with a small team of caretaker staff. The financial implications were significant, however, optimism, passion and commitment prevailed and we have been using this unique 'crisis' as an opportunity to innovate and regenerate. We aim to move beyond the fixed paradigms of the past while translating the heart of outdoor experiential learning into a contemporary context to meet the needs of our community in a rapidly changing world – at a time when our mission is needed more than ever. This ambition requires a new inspirational, entrepreneurial outdoor education leadership team, willing to take on the stewardship of Outward Bound as an adventure of a lifetime.



## ABOUT THE ROLE

The **Equipment and Logistics Manager** at Tharwa is a pivotal role within the leadership team. It will be responsible for developing and implementing management strategies to provide efficient and effective equipment and logistics support for programs. This includes identifying equipment, vehicle and communications equipment maintenance, stocktake, needs and procurement approaches; process review of logistics aligned with new digital software and effective maintenance and asset management. The Equipment and Logistics Manager will work closely with the Program Coordinators, the Head of Operations and the School Director to plan and deliver program support safely and effectively and respond to client feedback. The Equipment and Logistics Manager will manage relationships with staff, contractors, suppliers and volunteers to create a productive, positive work environment.

The Equipment and Logistics Manager reports to the School Director – Tharwa and works in partnership with the operations team. This leadership opportunity is the ultimate ‘Outward Bound challenge’ – navigating an uncharted economic, social and environmental outlook, with constrained existing organisational capacity. We are seeking an extraordinary leader – one who is truly willing ‘to serve, to strive and not to yield’. Your hands will shape the future of Outward Bound Australia with the OBA community rallied around you.

### Vision and Leadership

- Support the development and implementation of Outward Bound’s strategic vision, logistics and equipment management objectives and the development of Outward Bound at Tharwa.
- Develop, implement and maintain a fleet, equipment and field communications management strategy – aligning equipment, transport and vehicle needs and procurement approach with the future strategic operational demands.
- Challenge the ways to do things – review frequently processes and context of logistics and equipment for innovation and improvement.

### Team and Culture

- Work collaboratively in a high-performing team of passionate, committed and caring support staff, volunteers and suppliers to support the logistics requirements of program delivery - creating an inspiring, happy and productive work environment and prioritising the safety of our staff and participants.
- Manage the logistics and maintenance shed/area to oversee task allocation, financial viability, staff workloads and preferences.



## Safety and Risk Management

- Work closely with colleagues to oversee the implementation of safety policies and practices, to prioritise the safety and well-being of OBA participants, staff and the community.
- Respond to changing circumstances and assist in decision making and communications for the safe placement, scheduling, commencement, modification and cancellation or evacuation of programs in the field.

## Equipment Management

- Plan, procure and maintain the appropriate gear and equipment to support effective program delivery – including managing storage facilities. Work closely with the School Director, Head of Operations, Program coordinators, and Risk and Safety Manager to appropriately align equipment management and deployment with safety requirements, area and program needs.
- Plan and deliver cost-effective and safe logistical deployment of gear and equipment to support program delivery.
- Management of Logistics, Facilities and Maintenance Sheds.
- Undertake an annual inventory/stocktake of all maintenance and operational equipment and maintain stocks and rotation of gear in line with program delivery.
- Ensure high quality of gear returned by all OBA staff members used on Programs.
- Assist with Pre, De-Issue and Maintenance Days pre and post-programs.
- Oversee and lead the packing and loading of operational gear for program logistics.
- Organise and facilitate the repair and maintenance of Operational Equipment.
- Develop appropriate policies and procedures for appropriate use of the equipment and where applicable conduct or organise training.
- Oversee the management of the food storage shed in line with safe food handling practices, storage, preparation and delivery for programs.
- Purchase and monitor consumables for OBA programs.

## Vehicle and Fleet Management

- Manage vehicle registrations, maintenance, vehicle checks, cleanliness and repairs.



- Develop fleet and vehicle use policies and procedures.
- Oversee appropriate staff training and communication on vehicle use and risk management.
- Ensure vehicle checks and log books are being completed by staff and implement strategies to maintain this compliance.

## **Asset Management, compliance and reporting**

- Manage and maintain asset records to support effective financial and effective use lifecycle planning of vehicles and equipment.
- Prepare an annual budget for equipment, logistics and the vehicle fleet.
- Monitor and report the progress of annual budgets.
- Ensure all applicable regulatory and compliance requirements are met within the maintenance and storage of equipment, vehicles, chemicals and food, including but not limited to: workplace health and safety, outdoor education industry standards and environmental practices.
- Manage Asset Management System.

## **Facilities Oversight**

- Facilities management in the shed and workshop area.
- Manage utilities for the property, including gas, electricity, water, waste disposal, and the water treatment plant.
- Ensure periodic fire inspections are completed for extinguishers and related systems.



## Skills and Experience

### Qualifications

- Tertiary Education in outdoor education, fleet and/or warehouse management
- WWCC in all states and territories that Outward Bound operates in.
- Manual driving license, unrestricted.
- Medium Rigid licence and experience preferred

### Experience

- Practical experience in the outdoors preferred
- Experience maintaining, logging and storing equipment
- Experience with working in a collaborative high performing team
- Demonstrated strengths and experience in stakeholder relationship management and digital communications
- Demonstrated experience in complex operational and logistical management
- Reporting and compliance knowledge and experience

### Attributes and Abilities

- A strong, inspiring understanding of outdoor and experiential learning.
- A relationship builder with excellent communication skills and the capacity to build a vision, bring others along and close deals in alignment with OBA's vision and values.
- Practical 'can do' implementation and problem-solving skills.
- Accountable, hard work ethic, driven by passion and commitment to the vision.
- Care for the environment and love of the Australian bush



## Performance Measures

- Stays up to date with maintenance timelines.
- Maintains and manages stock of consumables within budget parameters.
- Ensure daily, weekly, monthly and seasonal tasks are completed and keep records of them.
- Effective management of resources and facilities to ensure all areas are organized, tidy and of high quality.
- Achieves positive feedback across all program gear and logistics delivery.
- Accurate and up-to-date online asset registers to maintain compliance and effective management of equipment.