

Logistics Functional Support Group Liaison Officer (LFSGLO)

Role:

The LFSGLO will be located at the State Emergency Centre (SEC) or deployed regionally during activations, briefings or as required.

Your Primary Responsibilities:

Before an Event:

- Attend LFSG briefings and training sessions as required

During an Event:

- Prompt attendance at the SEC as rostered or directed by the Manager or LFSG coordinator
- Updating CIMS as required;
- Development of situational awareness and briefing LFSG team as required (e.g. on-call Manager, Team Leader LOGSCC and LFSG coordinator);
- Supervision and support of the SEC Logistics Support Officer(s) (LSOs);
- Preparation and provision of Situation Reports at the SEC briefings;
- Provision of logistics-related advice to the Control Agency, other Functional Support Groups and Support Agencies, including the current and future status of LFSG capability and capacity;
- Liaise with other agency FSGLOs at the SEC to ensure effective communication;
- Effective records management of all LFSG documentation at the SEC.

After an Event:

- When the SEC is stood down ensure that the SEC Booth is closed down, required records secured and that the booth is left neat and tidy
- Preparing notes for post-emergency debrief reports
- Attend LFSG debriefings as required