

Logistics Support Officer/s (LSO)

Role:

A LSO will normally be located at the Logistics State Command Centre (LOGSCC) team or as part of the team at the State Emergency Centre (SEC) or deployed regionally. A LSO undertakes general duties and administrative tasks as required by the FSGLO or LOGSCC Team Leader (TL) during activations.

Your Primary Responsibilities:

Before an Event:

- Attending LFSG training and briefing sessions as required.

During an Event:

- Attending as rostered or required by the Manager or LFSG coordinator;
- Communicating with Suppliers or staff as directed by the FSGLO or TL;
- Assisting the Manager, LFSG coordinator, FSGLO or TL as required in logistics planning;
- Translating the decisions of the Manager, LFSG coordinator, FSGLO or TL into action orders as promptly and efficiently as possible;
- Advising the LFSG coordinator, FSGLO or TL of developing situations affecting the LFSG;
- Recording all relevant actions and tasks in the LFSG Action Log;
- Assisting in preparation of Situation Reports, ensuring that relevant records are adequately maintained and collating copies of all documentation relating to the emergency event;
- Ensuring copies of all documentation are collated upon end of shift and stand down of SEC or LOGSCC; and

Specific Role Requirements during an Event:

1. Data Entry

- Receive/collect requests
- Complete all areas on the "Request Processing Form" marked with *
- Enter all data into the LOGSCC Request Log
- Generate Request numbers
- In consultation with LOGSCC TL, prioritise requests (low/medium/high)
- Scan and save if possible
- Once request is actioned, enter all remaining data into the request log against corresponding request number
- Copy, scan and save and store hard copy in Request Folder