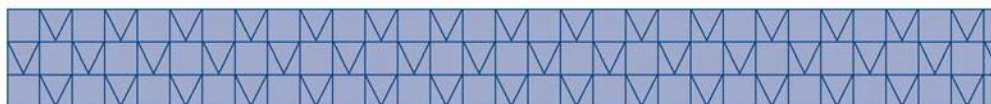




MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL



Job Description

Position

Logistics Support

Responsible to

The Director of Outdoor Education and Outdoor Education Programmes Manager

Accountable to

Director of Finance & Administration

Purpose of the Role

The Logistics Support assumes responsibility for the delivery of individual programmes, as developed by the Director of Outdoor Education and Outdoor Education Programmes Manager. The Logistics Support assumes responsibility for the coordination of all logistical needs for individual programmes, with safety and risk assessment being a high priority.

The Logistics Support role maintains overall authority for all staff and students, whilst facilitating a positive experience of the programme.

Key Responsibilities

MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Logistics Support

- Assumes responsibility for the logistics involved for the duration of the programme
- Gains a thorough understanding of programme outline, equipment requirements and group movements of specific programmes.

Knowledge, Skills & Qualifications

- Holds current Victorian Driver's License
- Extensive experience with 4WD driving, including 4WD recovery skills
- Ability to drive and reverse trailers competently
- Current Boat License and relevant experience
- Remote Area First Aid, or equivalent, or higher
- Leaders Wilderness First Aid considered an advantage
- Demonstrated competency in outdoor leadership and effective group management skills
- Demonstrated conflict resolution capabilities
- High level of judgement, independence and problem solving skills
- High level of map-reading and navigational skills, coupled with an understanding of the terrain being utilised for the camps
- Minimum of 100 days experience in working with adolescents in the outdoors
- Commitment to understanding and supporting the School's aims and philosophies, policies and procedures
- Knowledge and understanding of communication, emergency protocols, evacuation procedures, risk management and minimal impact code/leave no trace
- Experience and qualifications in areas specific to the individual programmes, as required
- Must hold, or be willing to obtain, a current Working with Children Check.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.