



ROLE DESCRIPTION

CADET UNIT LOGISTICS MANAGER

1. ROLE PURPOSE

The Knox Grammar Cadet Unit, founded in 1929, and now comprised of over 1,000 students from both Knox and Ravenswood School for Girls goes beyond the provisions of outdoor recreation, fun and leadership. It is a crucible in which the traditions and heritage of the Schools are distilled and perpetuated. Our Cadet program forms a distinctive and essential part of the character and ethos of the Schools in assisting to make each Knox boy and Ravenswood girl a well-rounded person.

Inspired by the highest ideals of collaboration, co-operation, integrity and team-work, the Cadet Unit Logistics Manager will be an integral member of the Cadet Unit staff and will be expected to carry out the duties of a Cadet Unit Staff member by supporting the student leaders of the Cadet Unit and demonstrating the highest standards of customer service; operational planning, organisation and administration; safety supervision; mentoring through Positive Psychology; and collaboration for the effective delivery of the Cadet Unit's programs.

2. ROLE RESPONSIBILITY

The Cadet Unit Logistics Manager is responsible to the Commanding Officer of the Cadet Unit for all aspects of Unit logistics, stores and material management within the Knox Grammar School Cadet Unit as well as acting as a liaison between the Unit and the AAC and Army on logistics matters.

Working in a collaborative and service focused environment with the senior staff of the Unit, students, parents, other staff, the School's finance department and external stakeholders, the primary objective of the positional will be to:

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- Manage the logistical and stores needs of the Unit through planning, tasking, coordination and monitoring for all Unit activities (Annual Camp, Promotion Courses, Friday training and Ceremonial Parades and Dinners, etc);
 - To lead the Cadet Q-Store team by example, assisting staff, parents and students with stores and logistics support with a customer focused approach;
 - Managing and leading the day-to-day management of the Cadet Q-Store and all stores and asset management in order to support the running of the Unit;
 - Liaise with external stakeholders, suppliers, AAC, Army, internal School departments and cadet parents on all logistical and stores related matters;
 - Management as well as development and delivery of training to the Cadets in logistical and stores leadership roles.
 - Provide support to all Unit activities, as directed by the Commanding Officer

3. SKILLS, ABILITIES, ATTRIBUTES AND QUALIFICATIONS

- Well-developed interpersonal and communication skills with a customer service focus;
- Outstanding problem-solving, forward planning, analytical and strategic thinking skills;
- Ability to work with a wide range of stakeholders across the Schools and organisation doing so with honesty and integrity;
- A strong work ethic and commitment to delivering high quality outcomes with a focus of working accurately and methodically with attention to detail;
- Have or be prepared to obtain a Firearms licence to maintain the replica weapons held in the armoury on behalf of the Unit.
- Ability to commit to attending available courses and training offered by KGS and the AAC;
- Have previous School, AAC or ADF experience (ideal, but not essential);

4. LENGTH OF TENURE AND APPRAISAL

The Cadet Unit Logistics Manager is appointed on a full-time, permanent term-time plus 2 weeks and will be expected to undergo processes of Performance Appraisal at regular intervals.

5. REMUNERATION

The remuneration for the position of Cadet Unit Logistics Manager is as follows:

- Salary commensurate with experience and qualifications, and in accordance with Staff Guidelines.
- Superannuation Guarantee at the current legislative rate will be paid by the School in addition to the nominated salary.

6. WORK HEALTH & SAFETY

The Cadet Unit Logistics Manager will actively support and contribute to the maintenance and development of a safe working environment by:

- Proactively report WHS issues, incidents or accidents to appropriate staff.
- Managing broader WHS compliance in accordance with legislative requirements.
- Working within the WHS management systems adopted by the School and Unit.

7. TERMS AND CONDITIONS

The Cadet Unit Logistics Manager is employed under the general terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017* or any industrial instrument that replaces that Agreement. The incumbent shall work such hours as are reasonable and necessary to carry out the responsibilities of the position as set out in the role description. The role may require flexibility in work hours when workload demands.

***Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation
A current Working with Children Check is required.***