

Position Description

Humanitarian Logistics Lead - HLC



Credit: Reginald Ramos/ DFAT

Position Title	Humanitarian Logistics Lead
Work Area	Humanitarian Logistics Capability Program
Supervisor	Program Director
Incumbent	New Role

Tetra Tech International Development

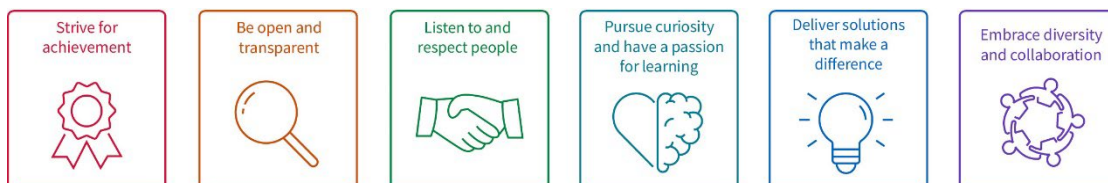
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of Tetra Tech, a global consulting firm. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language groups.

Our Values

We are a values-based organisation. Our values reflect who we are and what we stand for, and we strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of the Humanitarian Logistics Capability

The Australian Department of Foreign Affairs and Trade (DFAT) Humanitarian Logistics Capability (HLC) facilitates the timely, effective, and flexible delivery of the Australian Government's humanitarian assistance and emergency relief program around the world, providing high quality, multifaceted, flexible and responsive project management and humanitarian supply chain solutions in support of Australia's Humanitarian Emergency Relief activities.

The goal of HLC is to facilitate humanitarian action that saves lives, alleviates suffering, and enhances human dignity during and in the aftermath of conflict, disasters, and other humanitarian crises. The HLC warehouse in Brisbane maintains the largest stockpile of prepositioned humanitarian emergency relief supplies within the

Southern Hemisphere, with the capacity to respond to three simultaneous crises and can support at least 11,000 families – or 55,000 people.

The HLC maintains core capabilities to perform critical tasks across six functional areas: Logistics Planning and Coordination; Procurement; Warehousing; Shipping and Transport; Deployment Support and Technical Assistance and Program Management and integrates cross-cutting, thematic priorities of Gender Equality, Disability and Social Inclusion (GEDSI), Green Humanitarian Action, Locally Led Humanitarian Action, Innovation, Partnerships and Indigenous engagement into all operations and activities

Tetra Tech International Development, as the Implementing Contractor for the HLC, will work closely with DFAT, other Commonwealth response capabilities, international organisations and humanitarian partners to implement HLC operations and activities across all aspects of program management and delivery.

Purpose and Objectives

About the role

Based ideally in Brisbane, the HLC Humanitarian Logistics Lead will fill a senior leadership role in HLC, providing leadership and operational management of HLC's logistics and supply chain management activities including the operations and maintenance of the HLC Warehouse, HLC program procurements and coordination of transportation and freight services. This role will champion the intentional inclusion of HLC cross-cutting themes within the programs logistics functions and operations including GEDSI, Locally Led Humanitarian Action and Green Humanitarian Action.

Key Responsibilities

Leadership:

- Lead a team of 5-10 staff, fostering an inclusive and supportive environment and establishing a high-performing organisational culture.
- Support HLC humanitarian logistics planning and coordination activities including provision of logistics advice to HLC program staff and to DFAT.
- Develop and manage standardised humanitarian logistics operations processes and procedures for warehouse operations, procurements and coordination of transportation services.
- Mentor and coach junior staff on humanitarian supply chain and logistics best practice and principles including the incorporation of cross-cutting themes within the programs logistics functions and operations including GEDSI, Locally Led Humanitarian Action and Green Humanitarian Action.

Warehousing Operations and Maintenance:

- Oversight of the safe, secure and appropriate storage of stocks and that the HLC Warehouse is operated efficiently and sustainably.
- Oversight the development and management of the HLC stock strategy to inform warehousing and procurement requirements, identifying key commodities and optimal stock levels, maintaining stock visibility and reporting of stock levels.
- Ensure coordination between warehousing and procurement teams to ensure stock levels are correct, periodically reviewing the stock strategy and incorporate lessons learnt from responses.
- Work with the Warehouse Supervisor to ensure that stock within the warehouse is stored correctly, remains fit for purpose and ready for dispatch.
- Ensure effective and efficient reception and dispatch of stock (physical and documentation).
- Work with the Warehouse Supervisor to create a stock management plan, ensuring that stocks are kept in good condition.
- Promote a safe culture by taking reasonable care for your own and others health and safety, including physical and psychological safety.
- Ensure that the warehouse and procurement functions are fit for humanitarian preparedness and response activities including GEDSI, Locally Led Humanitarian Action and Green Humanitarian Action as well as support to humanitarian warehouse partners.

Key Responsibilities

Procurement:

- Supervise all HLC procurements activities including management of ongoing procurements,
- Ensure management of suppliers, coordinating fulfilment of orders, tracking performance and establishing a database of suppliers for emergency response commodities.
- Establish and manage framework agreements for key humanitarian response commodities.
- Establish policies and process for emergency procurements.

Transportation and Shipping:

- Supervise HLC shipping and transport activities.
- Supervise coordination of air and sea freight movements of cargo.
- Support the mapping of regional logistics capabilities and requirements to include understanding of export/import requirements for likely destinations.
- Ensure in transit visibility and tracking of all commercial stock movements.

Partnerships and Relationship Management:

- Coordinate with stakeholders to communicate and modify stock and logistics strategy to meet changing needs and objectives.
- Map and establish relationships with key air and freight partners servicing locations of potential response.
- Establish and maintain relationships with humanitarian partners including UN agencies, NGOs and ensure operational access to the HLC warehouse and support as required.
- Represent the HLC program in regional and professional working groups (e.g. the Pacific Logistics Cluster).

Selection Criteria

Qualifications:

- University degree or equivalent professional qualifications in a relevant discipline (e.g. logistics and supply chain management). Significant demonstrated experience will be accepted in lieu of a formal tertiary qualification.
- Excellent theoretical base or knowledge in relevant subject areas, with demonstrated ability to translate theory into practice.
- Excellent thematic and regional expertise in subject areas and program management in varying Indo-Pacific humanitarian contexts.

Experience:

- Senior experience in managing complex logistics operations including functional areas of warehousing, procurement and transportation. Humanitarian logistics experience is preferred and highly regarded.
- Demonstrated experience in managing teams of staff and establishing high-performance and supportive team cultures.
- Significant professional experience in humanitarian, development and/or disaster response.
- Experience working in Indo-Pacific region or remote and/or resource constrained environments is preferred.
- Proven ability to think and operate strategically, identifying the fundamental factors critical for success, and designing and developing plans and solutions that operationalise strategies into better practice.
- Demonstrated experience in team and resource management including planning, budgeting, financial management, performance and risk management (to include for international development programs).

Knowledge and Skills:

- Excellent theoretical or academic base in subject area, with demonstrated ability to translate theory into practice.
- Excellent functional area expertise and understanding of Australian and Indo-Pacific government contexts.
- Demonstrated ability to work in a politically and culturally competent and informed manner in activities and operations across different country contexts with numerous diverse stakeholders.

Selection Criteria

- Advanced project management skills, including planning, prioritisation, and problem-solving.
- Understands the operational linkages between plans and activities and adaptively manages resources to efficiently and effectively meet program needs. Employs attention to detail to anticipate and identify areas of risk and opportunity early and addresses them through proactive interventions.
- Demonstrated ability to communicate successfully with contextually appropriate and effective clarity to a wide range of audiences.
- Familiarity with Non-Food Items and Core Relief Items appropriate to humanitarian and emergency responses in the Indo-Pacific as well as the intentional consideration of GEDSI in regards to the procurement, storage, transportation and distribution of these items.

Personal Attributes:

- Excellent leader that fosters an approach that creates a culture of learning, development and information sharing across the team.
- Empowering and clear managerial style, with the ability to gain confidence and drive high performance, build capacity, and further team member's development.
- Experience managing both managers as well as junior staff would be highly regarded.
- High level of organisational agility and the ability to navigate and manage complex issues. A leader who has the ability to assess new information and adapt accordingly, utilising good judgement, flexibility and adaptability.
- Willingness to identify entry points and advocate for, intentional inclusion of HLC cross-cutting themes into daily duties and programmatic work.
- A high degree of personal initiative, lateral thinking, and ability to work under pressure.
- Comply with, and advocate for, DFAT's policies on cross-cutting issues, including gender, disability, fraud and anti-corruption, PSEAH, child protection and environmental and social safeguards; and
- Behave ethically and appropriately at all times consistent with the intent of DFAT's Ethics, Integrity and Professional Standards Policy Manual.
- Ability to travel domestically and internationally, as required.
- Ability to respond to the complex and challenging circumstances of emergency response to include out of hours requests (when required).
- Ability to safely perform the inherent physical requirements of the position with or without reasonable adjustments. This includes maintaining a level of physical fitness necessary to carry out duties effectively and safely, in accordance with Work Health and Safety (WHS) obligations and anti-discrimination laws.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech International Development is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritised groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment, Modern Slavery and Safeguarding

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.