

## POSITION DESCRIPTION

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| <b>Position Title:</b>           | Logistics Officer   |
| <b>Business Unit/Department:</b> | Logistics Department  |
| <b>Division:</b>                 | Health Support Services   |
| <b>Award/Agreement:</b>          | Victorian Public Sector Health & Allied Services Managers & Administrative Workers Enterprise Agreement 2021-2025 |
| <b>Classification:</b>           | HS2   |
| <b>Reports To:</b>               | Space Manager   |
| <b>Direct Reports:</b>           | nil   |
| <b>Date Prepared/Updated:</b>    | February 2026   |

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| <b>Position Purpose</b>  |
| <p>The Logistics Officer provides essential administrative and on-site assistance to ensure accurate, reliable and well-maintained space information across the organisation. This role supports the Space Management team by conducting physical audits, collecting and recording basic utilisation data, updating space and asset records, and assisting with systems tasks relating to room function, furniture movements, and occupancy checks.</p> <p>The Space Management team is undertaking a space audit of every Western Health (WH) campus to produce updated facility drawings, identify the users and usage of each space and develop a deeper understanding of the utilisation of non-clinical (administrative) areas.</p> |
| <b>Business Unit Overview</b>  |
| <p>Health Support Services (HSS) provides a range of support services underpinning care delivery to patients and their families and carers by providing high-quality non-clinical services to Western Health. These services include environmental services, communications and administration, mail services, linen and food services, waste management, transport services including non-emergency patient transport and courier transport, retail, and car-parking.</p> <p>The HSS division collaborates across several divisions within Western Health and partners with external services to ensure the provision of Best Care for all members of the community.</p>  |
| <b>Key Responsibilities</b>  |

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

Key responsibilities include (but are not limited to):

- Accurately enter room, asset, and occupancy data into the building records, Space Management System, and related databases
- Perform routine data hygiene tasks such as checking for missing fields, outdated information, and simple data inconsistencies
- Update spreadsheets, registers, and filing systems following established templates and instructions
- Assist in collecting basic utilisation data
- Upload and organise floor plans, photos and other documents
- Produce reports from existing templates
- Generate charts, lists, and metrics from existing databases
- Support small improvements to templates or spreadsheets under supervision
- Test automation tools developed by others within the unit
- Assist in documenting processes, checklists, and standard operating procedures
- Complete walk throughs of hospital environments following checklists
- Capture basic field data of hospital environments such as photos of rooms, layouts, and workstations
- Update audit checklists and templates
- Assist with move readiness and operational readiness
- Support senior team members in preparation of reports and visual products to inform conversations
- Foster a supportive team environment
- Work within the scope of the role
- Comply with all Western Health policies and procedure

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Operations Manager
- Logistics Administration Support
- Project Managers
- Space Manager
- Engineering Services
- Nurse Unit Managers
- Other Health Support Service divisions
- Nursing, medical, clerical, and ancillary staff

#### External:

- Patients, visitors, and carers
- Contractors and trade persons

### Selection Criteria

#### Essential

- Strong interest in process improvement in complex environments
- Strong interest in developing systems that improve data reliability and data hygiene
- Exceptional organisation skills and a keen eye for detail
- Demonstrated experience in time management
- Effective and professional communication and interpersonal skills
- Excellent and concise written and verbal communication skills
- High levels of comfort with use of software/ICT applications including the Microsoft Office suite of applications.
- Demonstrated ability to multi-task, prioritise duties and adhere to instructions
- Excellent computer and keyboard skills
- Demonstrated ability to manage, develop and maintain electronic administrative systems
- Ability to take initiative and adapt to change
- Ability to produce quality documentation including reports, manuals, correspondence, templates and publications

### Desirable

- Experience in organisations with many internal and external relationships
- Exposure to or interest in architecture, facility management, healthcare environments
- Exposure to or interest in AI tools for coding, process improvement, system development
- Exposure to or interest in using AutoCAD, PowerBI, Power Automate, Excel , Canva, CMMS, or related software in a professional setting

### Additional Requirements

All employees are required to:

- Comply with Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information  
Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

Prior to employment, all employees are required to provide the following:

- A police / criminal history check
- A working with children check (if requested)
- An Immunisation Health Clearance
- Report any criminal charges or convictions you receive during the course of your employment

### General Information

Redeployment to other services or sites within Western Health may be required

- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name:

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Employee's Signature:

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Date:

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