



BRISBANE BOYS' COLLEGE

Position Title	Logistics Coordinator		
Reporting to	Facilities Manager		
Department	Corporate Services	Sub Department	Facilities
Job Type	Permanent	Hours per week	38
Location	Toowong	Last Review	January 2025

Brisbane Boys College is an established GPS day and boarding school. The school was founded in 1902 by Mr. Arthur Rudd, who had a vision of moulding boys to be worthy leaders and good citizens – a vision that remains today. The College occupies 13-hectare site four kilometres from the centre of Brisbane and educates boys from Prep to Year 12.

Primary Objective

The Logistics Coordinator will support the daily operations of the College and liaise with the Facilities Services Coordinator to ensure the smooth running and set up of events and activities as they are booked in the Highlands system. Further to the logistics co-ordination this role will also provide and assist in general maintenance and repair requirements as they are captured and allocated through the UpKeep system.

Both Logistics and Maintenance will need to be responded to promptly ensuring College events are scheduled and supported for both internal and external stakeholders. The Logistics Coordinator will have a pivotal role in shaping and developing the future scope and direction of the Facilities Department, liaising with Trade and College staff in accordance with the BBC policies and procedures.

Due to the nature of this position, the role will be required to be available for weekends and hours outside of ordinary working hours as per the needs and requirements of maintenance and events. Overtime rates will apply.

Key Responsibilities

The Logistics Coordinator is responsible for:

- Logistics set up requests utilising both the Highlands calendar booking system and UpKeep.
- Allocated maintenance requests utilising and inputting data into Upkeep system.
- Scheduling and planning of logistics in communication with the Facilities Services Coordinator.
- Supervision of maintenance assistant and contracted labour.
- Ensure consumable stock levels are managed appropriately.
- Input into the scheduling and planning of future work.
- Assisting onsite trade staff to prioritise workloads, setting timeframes, and arranging labour.
- Utilise the College's Upkeep system to its full potential.
- Confirm bookings, with AV technician, food and beverage team, security, facilities team, and cleaning.
- Work collaboratively with internal and external clients to ensure that client expectations are

Position Description - Logistics Coordinator



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clearly understood, communicated, and delivered on.

- Ensure risk assessments, safety procedures and insurance policies are recorded for all events.
- Establish and maintain professional relationships with key stakeholders to ensure the success of events.
- Assist the Facilities Manager as required.
- Any other duties as deemed required within the scope of capabilities for the role.

Skills and Capabilities

- Ability to multitask
- Ability to contribute effectively as part of a team.
- Excellent time management skills and ability to prioritise tasks effectively.
- Sound judgement and ability to think and perform under pressure
- Providing quality customer service and the ability to liaise with internal and external stakeholders

Qualifications and Experience

- Work experience as a Logistics Coordinator
- Knowledge of facilities management operations
- Demonstrated use of a Computerised Maintenance Management System
- Strong experience using Microsoft Office applications
- Understanding of OHS regulations

Mandatory requirements

- Adhere to the PMSA Code of Conduct.
- Comply with College policies, procedures, and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.
- Positively support the College's traditions and Christian ethos.
- It is a condition of employment that the incumbent must apply for and obtain a Blue Card for Working with Children or current registration with the Queensland College of Teachers prior to and while you are employed in the position.

Signature

Employee signature below constitutes employees understanding of the requirements essential functions and duties of this position.

Employee signature _____ Date _____