



Logistics Officer (Data and Tech Support)

- Part time position
- 5 month role
- \$24.39 per hour + super
- 30.4 hours per week
- Flexible working conditions
- Work remotely

About the Open Food Network

Founded in 2012, we're a not-for-profit organisation focused on building a new food system that is fair, local, and transparent.

We believe a sustainable and resilient food system needs to reconnect producers and consumers. We aim to empower people and communities and give them the tools and knowledge to develop the food systems they need for their community.

Our flagship project is an open source software platform that makes it easy for farmers, producers, farmers markets, and other values-aligned enterprises to sell their products online. We also run place-based projects that seek to strengthen local food systems by supporting community food enterprises and by creating connections and sharing knowledge amongst producers, eaters and other food sector stakeholders.

We are part of a global network of people and organisations working together to develop open and shared resources, knowledge, and tools to support local food enterprises all over the world.

The Open Food Network community has decades of experience in running innovative food enterprises with social and ecological aims. We know that good food can transform our planet and our society. We also know that making values-driven food enterprise work takes commitment, perseverance, partnerships and support.

About the opportunity

Open Food Network has secured funding through Working for Victoria to help create stronger and fairer food systems across regional and metro Victoria.

We are working with partners across the food system to launch a shared logistics service called Open Road to support smaller producers and a network of food hubs across regional Victoria to move food in a more efficient and collaborative way. We're looking at introducing 4 food loops serving the regions of Gippsland, Hume, Central and South West.



openfoodnetwork.org.au



people@openfoodnetwork.org.au

We are looking for a Logistics Officer to support the implementation of Open Road in a data management and technical support capacity. Key focus will be on managing information and large data sets, undertaking business analytics, integrating technology into the project, and supporting the ongoing technical support needs of the Open Food Network.

This role is fully funded for 5 months, with the possibility of extending this for another 6 months.

This role is also flexible and remote and can be done from anywhere in Victoria. We've always worked remotely so we have the tools and practices set up to ensure we are working well as a team. This role will require you to have a current, valid Victorian Drivers License and a good driving record. Ideally you also have your own computer, phone, a good solid internet connection and access to a car to enable face to face catch ups where possible. If not, still apply - if you're the best candidate we'll help you get set up.

The Logistics Officer will work with the Open Road Coordinator to develop and implement this exciting project. You'll also be well supported by a dedicated team of Open Food Network people who are scattered around Victoria (and the world) who can help and mentor you to build connections, navigate our software platform and submit your timesheets! We are farmers, software developers, house builders, gardeners, herbal lore novices, climbers, bakers, partners, parents, carers, and most importantly, we're good people. We are definitely a workplace where you bring your whole self to work.

Role:

At the Open Food Network, we operate as a holocracy. We are decentralised in terms of management and operate in self-organising teams who are empowered to make decisions. We recognise that staff have multiple roles within an organisation and that they may move between roles depending on their skill development, interest and capacity. Sounds different right?!

What it means is that as a Logistics Officer, you might play a role in data management, logistics planning, business analytics, technology integration and technical support. It also means that we listen and respond to what is working and not working for people - happy, fulfilled and fully applied people can bring their creativity and focus to get the work done.

Responsibilities:

- Manage orders and provide technical and information systems support and advice for Open Road operations - including thinking through and setting up systems to make things happen efficiently
- Collect, analyse and communicate key logistics data on a regular basis to a range of stakeholders
- Collect, analyse and visually present data to support the Open Road product plan to aid decision making
- Understand in detail how the Open Food Network software platform operates so that you can design complementary solutions and integrations where appropriate and useful
- Provide technical ("tier 2") support for OFN platform users if capacity/as required. This includes custom and integration solutions for data management for OFN platform customers.
- Support the Open Food Network platform with business analytics as required
- Manage a flexible work week through effective time management and organisation



- Contribute to a positive and supportive team culture both within Open Food Network and within any partners with whom you may be working

You should be: a proactive problem-solver - able to analyse data and issues and propose solutions; have high attention to detail; and be quick to understand and creatively apply new tools and platforms. ;. Well connected with experiences working in logistics services, project management, tech integration and data collection and analysis. A confident communicator who believes in our mission of building a better food system.

You may also: have used the Open Food Network software platform previously and have experience with a range of technologies that are used in logistics and warehousing. Experience with tools like Zapier, Integromat, Airtable, Google Sheets, scripting and/or working directly with API endpoints will be advantageous.

Interested?

Great! If you're shortlisted for the role through Working for Victoria, we will be in touch to request a CV with references. We will then conduct an online interview for the position.

