

## Position Description – Van Driver

### Job Specification

**Job Title:** Van Driver  
**Department:** Production  
**Reports To:** Logistics Coordinator  
**Direct Reports:** Nil

### Job Scope

The Van Driver assists in the successful delivery of technical production, site infrastructure and consumable resources to support the safe and professional presentation of Darwin Festival events at venues.

In addition, this role supports the coordination of the logistics for both purpose-built and existing venues, and works as part of a team of production professionals and Festival crew.

Key Accountabilities	Tasks	Results
<p>Logistics Support 60%</p>	<ul style="list-style-type: none"> <li>Support the Production Department in the delivery of scheduled logistics, providing advice and offering solutions to ensure the overall success of the Festival</li> <li>Operate technical equipment in accordance with the approved guidelines of relevant public safety acts and regulations relating to live public performance and in accordance with approved WHS standards</li> <li>Assist the Production Department to oversee the delivery of production schedules to deadline</li> <li>Assist with logistics and bump-ins and bump-outs</li> </ul>	<ul style="list-style-type: none"> <li>Successful delivery of each stage of production projects, in line with the tasks associated with this role, to the satisfaction of the Production Department Management</li> <li>All production schedules are accurately delivered in a timely manner</li> <li>Participate in a departmental debrief immediately following event delivery and provide a written debrief report to the Production Manager prior to end of contract</li> </ul>

Key Accountabilities	Tasks	Results
		<ul style="list-style-type: none"> <li>Regular communication of developments and activities to be provided to management</li> </ul>
<p>Communication 20%</p>	<ul style="list-style-type: none"> <li>Work collaboratively with all Festival team members and related stakeholders to ensure open and clear sharing of information across all channels, as relates to this role</li> <li>Supply information to inform daily venue and site reports</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated effective communication and collaboration with all Festival team members and related stakeholders</li> <li>Timely notification of any changes to projects or schedules to all team members</li> </ul>
<p>General Duties 5%</p>	<ul style="list-style-type: none"> <li>Attend Festival functions, briefings and team meetings as required</li> <li>Any other duties as reasonably requested by the Logistics Coordinator, Production Department Management and/or CEO</li> </ul>	<ul style="list-style-type: none"> <li>Proactive and punctual attendance at all required meetings</li> <li>All assigned duties carried out in a proactive, positive and professional manner</li> </ul>
<p>Teamwork 5%</p>	<ul style="list-style-type: none"> <li>Always maintain professionalism and follow standards as outlined in the Employee Handbook or relevant document.</li> <li>Follow direction as given by management</li> <li>Adhere to Darwin Festival Values and Code of Conduct as outlined in the Employee Handbook</li> <li>Respect for the work environment, each other and all stakeholders</li> <li>Foster a collaborative team environment where creativity, suggestions and ideas are actively encouraged</li> <li>Support other team members by being understanding, approachable and patient</li> <li>Punctual to all work-related events including but not limited to start time, meetings and onsite work</li> </ul>	<ul style="list-style-type: none"> <li>Full compliance and advocacy for all points raised</li> </ul>

Key Accountabilities	Tasks	Results
<p>WHS 5%</p>	<ul style="list-style-type: none"> <li>Take an active role in procedures and initiatives, including but not limited to: WH&amp;S, Project Management, HR Induction, Onboarding etc.</li> <li>Raise and report any or potential hazard or incident in the first instance within enableHR and to your direct Manager</li> <li>WH&amp;S compliance – observe all work health and safety and Darwin Festival policy and initiative requirements to contribute to a safe, healthy and ethical workplace</li> <li>Effectively manage any Workcover claims (if applicable), work with stakeholders to minimise risks</li> <li>Ensure you have contributed to the consultative process by advising management of any past, present or potential WH&amp;S risks</li> <li>Load, pack and unload equipment in accordance with WHS methods and ensure loads are secured safely for transit</li> <li>Undertake the responsibilities of Warden during event delivery</li> </ul>	<ul style="list-style-type: none"> <li>All WH&amp;S matters raised with your Manager in the first instance</li> <li>Adherence to all WH&amp;S policies, procedures and instructions, and attendance at emergency and safety briefings as required</li> <li>Any Workcover claim (if applicable) is well documented, resolved in best time frame, ensure risk mitigation steps and measures in place</li> <li>Promoter of best practice WH&amp;S at all times</li> <li>Required WH&amp;S documentation reviewed and implemented in a timely manner</li> <li>Operate vehicles responsibly and to WHS guidelines</li> <li>Warden duties completed thoroughly and in a timely manner</li> </ul>
<p>Compliance 5%</p>	<ul style="list-style-type: none"> <li>Demonstrate 100% compliance with any relevant government legislation</li> <li>Be fully conversant and compliant with all Darwin Festival Policies and Procedures</li> <li>Ensure internal control procedures are followed through (e.g. correct forms used to action associated tasks)</li> </ul>	<ul style="list-style-type: none"> <li>No instances of non-compliance</li> <li>Promoter of compliance within the organization at all times</li> </ul>

## Person Specification

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
<ul style="list-style-type: none"> <li>• Proven vehicle operating experience, preferably in a major event and/or festival environment, with demonstrated successful project management and problem-solving skills</li> <li>• Excellent knowledge of WHS standards regarding lifting and loading</li> <li>• Proven ability to manage projects and multi-task, whilst being responsible for all related administrative tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Current driver's license essential</li> <li>• Current first aid certification desirable</li> <li>• Demonstrated successful minimum 3 years in a similar role a must</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills and the ability to build a rapport with a range of stakeholders to encourage cooperation and collaboration</li> <li>• High level organisational skills</li> <li>• Demonstrated capacity to meet deadlines with an ability to work in a systematic way and provide direction to others</li> <li>• Capacity to work as part of a small busy team under pressure, with a positive, collaborative, respectful and inclusive attitude</li> <li>• Excellent decision-making skills to reduce chances of error</li> <li>• Proactive and pragmatic approach to responsibilities - able to show and share enthusiasm with Team</li> </ul>	<ul style="list-style-type: none"> <li>• Number of potential career options dependent on business needs and the contribution, experience and desire of worker</li> </ul>	<ul style="list-style-type: none"> <li>• We ensure a safe and healthy workplace for all</li> <li>• We believe in honesty and acting with care, diligence and integrity in everything we do</li> <li>• Foster a culture of mutual respect with the proper regard for the rights and dignity of others</li> <li>• We strive for compliance and continuous improvement daily teamwork – we enjoy our work and work collectively to achieve goals</li> <li>• We are accountable for our actions, performance and behaviours</li> </ul>

## Acknowledgment

Please acknowledge that you understand and will abide by this position description by signing both copies, one copy should be retained by yourself and the other copy is to be returned to the Human Resources Department.

Employee		Signature	Date	
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