



POSITION DESCRIPTION

POSITION TITLE:	Distribution Manager
REPORTS TO:	Currency Centre Site Manager
LOCATION:	Armaguard Branch as advised

POSITION OVERVIEW

The position of Currency Distribution Manager has management responsibility for the movement of cash and coin in and out of the facility and scheduling of all service deliveries

The Currency Distribution Manager is required to manage a proactive and effective team responsible for the provision cash and coin preparation and dispatch services.

JOB DETAILS

- Plans and monitors the delivery of cash distribution services in a timely, effective and efficient manner,
- Reviews daily staff scheduling and resourcing allocations, including equipment.
- Effective Injury Management, including co-ordination and management of return to work programs.
- Effective risk management through daily review of operations
- Effective Management of Branch Assets, including equipment and security equipment.
- Maintain the physical security of the branch, its people and assets through strict adherence to procedures and legislative requirements.
- Maintains adherence to internal audit requirements
- Maintain adherence to Armaguard branch standard operating procedures and security procedures.
- Monitors compliance to statutory, legislative and licensing requirements, including EEO, OH&S, Security and Firearms.
- Deliver the most productive outcomes for Armaguard through the effective utilisation of cash operations resources while meeting or exceeding the customer service benchmarks of our client.
- Monitor daily activities and allocate resources to deliver services in the most efficient and cost effective manner.
- Effective and efficient management of branch funds to reduce costs, maximize rate of return and meet service requirements.
- Monitor daily staff scheduling across shifts, and addresses staff resource issues.
- Ensure effective communication is maintained between customer's representatives and Assistant Managers, co-coordinators.
- Ensure a work environment free from discrimination, harassment and bullying
- Develop a team work approach for setting and achieving objectives and problem resolution
- Fosters open and honest communication, together with clear communication of business objectives and requirements.
- Ensure effective communication between Linfox, customer, employees and contractors.
- Monitor, implement, and support initiatives and programs, to develop knowledge, skills and competencies of branch employees.
- Involvement in negotiation of Enterprise Agreements and other IR matter to ensure good labour relations are maintained.

QUALIFICATIONS AND EXPERIENCE

- Whilst tertiary qualifications in disciplines such as Business Management, Commerce, Logistics and Financial Services are considered desirable, the following are qualities and experiences which are essential to the success of the role;
- Demonstrated leadership qualities.
- Strong communication and interpersonal skills
- Ability to engender teamwork with Cash operation team and peers to achieve shared outcomes.
- Understanding and application of change management, through demonstrated ability to effectively implement and manage change.
- Experience in the cash management industry.
- Understanding of business information and reporting systems.
- Understanding and application of cost analysis and management, and financial and resource planning.
- Employee Relation experience, including negotiations.
- Customer service experience and skills.

KEY COMPETENCIES

- Developing Others – Improves skills and effectiveness through clear feedback, mentoring, coaching, the provision of development opportunities and identification of potential in others
- Innovation and Change – recognises and/or generates imaginative and creative solutions, challenges the status quo and identifies opportunities for improvement
- Customer Focus – identifies and responds to customers' needs and ensures quality of service standards are met
- Planning & Organising – Plans and schedules effectively maintains effective controls and attention to detail to ensure timely delivery of outcomes.
- Specialist Knowledge - Applies, maintains and improves on in-depth specialist knowledge
- Outcome Orientation – sets and meets challenging objectives, initiates action and commits to clear outcomes
- Team work and Diversity – Works towards a common goal in an open and collaborative and inclusive manner.