

# Role Statement



|                       |                                    |                      |          |
|-----------------------|------------------------------------|----------------------|----------|
| <b>ROLE TITLE</b>     | Administration Officer (Reception) | <b>POSITION NO.</b>  | M02060   |
| <b>CLASSIFICATION</b> | ASO2                               | <b>REVIEWED DATE</b> | Nov 2023 |
| <b>PORTFOLIO</b>      | Business Unit                      |                      |          |
| <b>AGENCY</b>         | History Trust of SA                |                      |          |
| <b>ANZSCO CODE</b>    | 5311                               |                      |          |

|   |                               |
|---|-------------------------------|
| <b>QUALIFICATIONS</b>   |                               |
| Essential<br>Nil  |                               |
| <b>ROLE PURPOSE/CONTEXT</b>   |                               |
| The Administration Officer is accountable to the Manager, Business Unit for the provision of effective administration and facilities services, which results in the efficient operation of the History Trust of South Australia.  |                               |
| <b>REPORTING/WORKING RELATIONSHIPS</b>  |                               |
| <ul style="list-style-type: none"> <li>Reports to Manager, Business Unit</li> </ul>   |                               |
| <b>SECTION A</b>  | <b>RESULTS TO BE ACHIEVED</b> |
| <ul style="list-style-type: none"> <li>Provide efficient customer / reception services for employees and visitors.</li> <li>Process and respond to general enquiries.</li> <li>Under direction, ensure the effective, accurate and timely implementation and maintenance of records management system.</li> <li>Process Accounts Payable and Accounts Receivable, as directed.</li> <li>Assist with administration of the HTSA intranet.</li> <li>Assist with the maintenance of HR and WHS records and registers.</li> <li>Process purchase card transactions as directed.</li> <li>Under general direction, process procurement requests for equipment, office suppliers, and incidentals.</li> <li>Process and report on employee equipment loan process.</li> <li>Identify and organise routine repairs and maintenance requirements for the Office of the CEO.</li> <li>Act as a point of contact for matters relating to tenancy communications and contractors.</li> <li>Provide administrative support to the Grants Program.</li> <li>Organise and report on annual test and tag for electrical equipment at the Office of the CEO.</li> <li>Monitor and organise the HTSA SA Government vehicle replacement and servicing schedules.</li> <li>Under direction, assist with volunteer management.</li> </ul> |                               |
| <b>SPECIFIC REQUIREMENTS</b>  |                               |
| <p>Engagement in this role is subject to a satisfactory Department of Human Services Working With Children Check. A renewal will be required every 5 years.</p> <p>Out of hours work may be required, and intrastate and interstate travel may be required.</p> <p>All History Trust of SA employees are required to work in accordance with the Code of Ethics for South Australian Public Sector, policies, procedures and legislative requirements including but not limited to:</p> <p>Work Health and Safety Act 2012 (SA); Return to Work Act 2014 (SA); Equal Employment Opportunities (including prevention of bullying, harassment and intimidation); Children’s Protection Act 1993 (Cth) – ‘Notification of Abuse or Neglect’; Public Interest Disclosure Act 2018; Disability Discrimination; Information Privacy Principle; Relevant Awards, Enterprise Agreements, Public Sector Act 2009, History Trust of SA Act 1981, and OCPSE Determinations and Guidelines; Relevant Australian Standards; Applying the principles of the South Australian Government’s Risk</p>  |                               |

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Management Policy to work as appropriate; Maintain accurate and complete records of business activities in accordance with the State Records Act 1997.

All History Trust of SA employees commit to value and respect the needs and contributions of First Nations employees and visitors, and commit to the development of intercultural capability.

This role is based at **Office of the CEO**. Depending on work requirements the incumbent may be transferred to other locations across the History Trust to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees.

| SECTION B  | SELECTION CRITERIA |
|--|--------------------|
| <b>TECHNICAL EXPERTISE</b>   |                    |
| <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Ability to use work-related resources and information in accordance with Government and HTSA policies, procedures and guidelines.</li> <li>Working proficiency in Microsoft Office Word,, and Outlook, and Adobe Acrobat.</li> <li>Sound proficiency in Microsoft Excel.</li> <li>General knowledge of procurement and financial management systems and practices, as well as an understanding of the History Trust of South Australia and its operations.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Working knowledge in the use of desktop publishing applications and databases.</li> <li>Understanding of government procurement policies and procedures.</li> <li>Working knowledge of the History Trust of South Australia and its operations</li> </ul> |                    |
| <b>PERSONAL ABILITIES</b>  |                    |
| <ul style="list-style-type: none"> <li>Effective interpersonal skills; confident and professional approach to dealing with a wide range of stakeholders including colleagues, visitors, VIPs, Board Trustees, and team members.</li> <li>Ability to undertake tasks as directed in an efficient and co-operative manner, to meet deadlines and support informed decision making.</li> <li>Demonstrated ability to prioritise varying workloads, use initiative and be self-motivated.</li> <li>Ability to work under general direction, both individually and as a member of a team, to use judgement in the prioritisation of activities in order to manage a busy workload, respond with initiative, enthusiasm and flexibility to deal positively with change.</li> </ul>   |                    |
| <b>EXPERIENCE</b>  |                    |
| <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>General experience in providing a high level of customer service to the general public.</li> <li>General experience providing a large range of administration duties and support services, including procurement, processing accounts payable and accounts receivable..</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Experience of coordinating facilities and building maintenance.</li> </ul>  |                    |

## Role Acceptance

I have read and understand the responsibilities and organisational context as outlined in this role statement, and agree to adhere to the values of the SA Government and History Trust of SA as described within this document.

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Occupant Name: \_\_\_\_\_ Occupant Signature: \_\_\_\_\_ Date: \_\_\_\_\_