



ASO3 Senior Prosecution Administration Officer Prosecution Services Branch

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

Prosecution Services Branch (PSB) consists of a Strategy and Support Section encompassing the Major Indictable Brief Unit, Prosecution Support, Policy and Advice, Training and Administration; and an Operations Section consisting of 15 general prosecution units.

The Senior Prosecution Administration Officer is a role within PSB and is accountable for: maintaining work systems, practices and administrative processes compliance with legislative, government and SAPOL policies and procedures and maintaining the data contained in the BEAMS, SHIELD database and prosecution services systems.

Service

Integrity

Leadership

Collaboration

Courage

Respect



Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Adelaide CBD.
Qualifications	Not applicable.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL’s iEngage program.
Sensitive Material	Will be exposed either directly or indirectly to confidential, sensitive, confronting and/or distressing material including photographs, written descriptions and other evidentiary material.

Reporting / Working Relationships

- Sworn leadership team (line manager)
- Prosecution Services Branch staff
- Stakeholders at all levels internal to SAPOL
- Stakeholders at all levels external to the SAPOL (including Courts Administration Authority, Office of the Director for Public Prosecutions and clients).

KEY OUTCOMES

1. Professional legal support service

- High quality support is delivered to the Prosecutors, with research into, and analysis of, a range of prosecution matters.
- Produce appropriate written reports/documentation/letters and recommendations.
- Undertake projects to enhance the efficiency and effectiveness of the delivery of a SAPOL legal service.
- Participate in and contribute to the reform of SAPOL General Orders, Guidelines, Forms and Systems.
- Liaise with Courts Judiciary and staff to ensure the effective and efficient processing of the business of the court.
- Assist with the monitoring and preparation of necessary paperwork for approval processes to ensure compliance with the stated Delegations of Authority.
- Provide specialist advice to managers and employees on prosecution matters and legislative requirements.

- High standard, accurate and reliable statistical information is maintained and available, and standard reports are produced and disseminated, to enable PSB performance to be reviewed and measured.

2. Service Delivery

- Liaise with the public, courts, lawyers, SA Police and other Government/Non-Government Departments in relation to Prosecution matters.
- Listen to client feedback to gain insight for continuous improvement of services.
- Utilise a variety of sources to gain insight to understand client enquiries and devise practical solutions.

3. Administration and System Management

- Managing and maintaining databases and systems relating to a broad range of prosecution information and issues in a timely and accurate manner.
- Ensure the data integrity of the information systems (BEAMS, SHIELD) and its compliance with PSB processes and legislative requirements.
- Prepare prosecutions data, statistics and other reports, including checking for data integrity.
- Preparing, drafting and proofing letters and any other document.
- Records management and data input.
- Prioritising and managing files.
- Maintain timely storage and disposal (archival or destruction) of records to improve efficiencies and space savings.
- Check accuracy of information, follow procedures and processes to avoid errors.

4. Relationship Management

- PSB planning processes, staff development initiatives and performance management activities are participated in, as required.
- Participate in relevant decision making processes, especially with regard to the determination of planning, policies and procedures.
- Participate in the attainment and maintenance of a work ethos that focuses on the achievement of identified program/service outcomes.
- Consider other's perspectives when communicating, negotiating or presenting arguments to build rapport.
- Provide support and guidance to team members to improve team performance and communication.
- Participate in the facilitation of training and development of staff either on a one-to-one basis or as a group.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Ability to be work calmly under pressure, be adaptable, flexible and accountable to meet deadlines in a demanding and diverse environment.
- Demonstrated ability to analyse problems, initiate constructive discussion and develop solutions that lead to appropriate outcomes.
- Demonstrated skill in providing excellent customer service, showing awareness and sensitivity to the diverse needs of customers, respecting different views.
- Skill in the use of technology, including the ability to quickly learn and use new technology.
- Proven ability to work in a self-directed manner, but at the same time collaboratively and contribute positively as a member of a team.
- Demonstrated high level of interpersonal skills and the ability to build and maintain productive working relationships at all levels of the organisation.
- Skills in coaching or on the job training of other employees.
- Experience in effective and successful conflict resolution, problem solving and decision making techniques in a legal environment to achieve quality, timely and transparent outcomes.
- Proven ability to exercise tact and discretion and maintain confidentiality at all times.

Desirable Characteristics

- Studying towards or successful completion of a para-legal course or legal secretarial course.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.