

# Position Description

## **Administrative Officer, Student Support Services**

### Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

### Our values

We are part of the South Australian public sector and share the values of:

 SERVICE	 PROFESSIONALISM	 TRUST	 RESPECT	 COLLABORATION & ENGAGEMENT	 HONESTY & INTEGRITY	 COURAGE & TENACITY	 SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

### About this role

The Administrative Officer is responsible for the undertaking and maintenance of general office administrative processes, procedures and systems ensuring that business and discipline support tasks are delivered in a timely and consistent manner.

The role of the Administrative Officer requires the incumbent to directly support Disciplines within their local office so that the service objectives can be met. The Administrative Officer is accountable to the designated Business Support Partner for the provision of a consistent approach to a holistic administrative support to the local office disciplines, however, will report to their Team Manager for day to day line management, and work closely with their designated discipline team on a day-to-day basis.

Student Support Services are on a cultural response journey, as such we value and prioritise Aboriginal ways of knowing, doing and being.



<b>Position title</b>	Administrative Officer, Student Support Services
<b>Classification</b>	ASO2
<b>Division</b>	Support and Inclusion
<b>Directorate</b>	Student Support Services
<b>Location</b>	Local SSS office
<b>Reports to</b>	Team Manager
<b>Direct reports</b>	Nil
<b>Role description date</b>	June 2023 (updated February 2024)

## What you will do (key outcomes)

1. Contribute to the effective and efficient operation of the office by contributing to aspects of administrative processes, human, physical and financial resources, information and communication technology (ICT), records management.
2. Coordinate effective administrative and operational services by providing a holistic and dedicated support to a discipline team/s within the local office including but not limited to:
  - a. Assisting with the development and maintenance of discipline specific resources as required
  - b. Coordinate the timesheet/diary sheet process for their discipline team/s
  - c. Assist with the preparation of professional development documentation for the discipline team/s
  - d. Participate in discipline team/s meetings by taking meetings minutes and preparing agendas as required
  - e. Making general phone calls on behalf of the discipline team/s to schools as required
  - f. Preparing general correspondence on behalf of the discipline team/s as required
  - g. Preparation of discipline specific test proforma wallets
3. Work with the Business Support Partner to assist with the co-ordination, preparation and actioning human resource, recruitment and employment processes for the local education office, including the accurate and timely submission of paperwork, payroll documentation, monthly leave returns and bonafide reports.
4. Coordinate the distribution of computing resources within the office through the evaluation and procurement of hardware and software, and by organising appropriate access, security and training for staff.
5. Contribute to the management of procurement, servicing and maintenance of fleet vehicles in line with agency policies and lease requirements whilst also co-ordinating, evaluating and reporting on the usage of the fleet vehicles.
6. Work with the team to contribute to support positive culturally inclusive environments. Seek to better understand Aboriginal cultural perspectives and take steps to weave these into everyday practice.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.


## The capabilities you will bring (key competencies)

- Demonstrated effective written and verbal communication skills, including the ability to interact with a broad range of people both internally and externally and to exercise tact and diplomacy.
- Proven ability to operate under general direction, prioritise work, work under pressure, meet deadlines and use initiative and judgement in undertaking their day to day duties.
- Proven ability to develop effective working relationships, gather, evaluate and supply information to staff within an office environment.
- Experience in contributing to and supporting office systems, practices, procedures and guidelines to achieve positive results and outcomes.
- Contributes to a culturally inclusive workplace and is committed to continuing to reflect on and develop own cultural awareness and practices.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
Team Manager, Student Support Services Business Support Partners, Student Support Services Local Senior Educators and Senior Allied Health Staff Local Speech Pathologists, Psychologists, Inclusive Educators and Hearing, Behaviour Support Educators, Social Workers, Occupational Therapists ASO3 Business Support Officers Business Operations Lead Student Support Services executive team School and preschools Relevant state office personnel	<b>Essential:</b> Nil <b>Desirable:</b> Nil

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's license and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training

	You must be an Australian resident or provide evidence you have a current work permit
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<b>Assessed by:</b> Nadia Carapella P&C Lead Workforce Management Central		<b>Approved by:</b> Sarah Anstey, Director Student Support Services	
<b>Date:</b> June 2023		<b>Date:</b> February 2024	