



ASO3 SCIS Taskforce Administration Officer

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

SAPOL Crime Service provides support in the investigation of crime which by reason of seriousness, public expectation, expertise or resource requirements is beyond the capacity of Local Service Areas and Districts.

Public Protection Branch (PPB) provides centralised management, coordination and support for a SAPOL's response to family and domestic violence; sexual crime investigation (contact and online offences); vulnerable victims (including elderly abuse); child sex offenders; child protection; multi-agency protection initiatives; and high-risk offender management. Special Crime Investigation Section (SCIS) is one of three sections within PPB. SCIS has responsibility for the investigation of complex and serial, sexually based crime and to support LSAs/Districts in the investigation of less complex offences, by reason of their nature, public expectation or need for specialist expertise. Significant and complex investigations undertaken by SCIS may be conducted by a declared Taskforce.

The SCIS Task Force Administration Officer (TFAO) is responsible for providing a range of effective and efficient administrative services to the Task Force and core partner government agencies including investigation support and services to Task Force management. Support

Service

Integrity

Leadership

Collaboration

Courage

Respect



services will include a wide range of administrative requirements to all Task Force functions and performing work as required. Due to the nature of Task Force investigations the TFAO may be required to travel intrastate to provide support. There is a requirement to work independently and also as part of a team.

The TFAO is privy to protected information that cannot be further disclosed, and strict confidentiality is required. The TFAO will be exposed to a diverse range of duties which may include victim and offender contact along with exposure to sex crime and child exploitation material.

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	A current driver's licence is essential.
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.

Reporting / Working Relationships

The Taskforce Administration Officer reports to the Task Force Administration Manager and will have significant working relationships with other supervising police officers within the Taskforce, Special Crime Investigation Section and Public Protection Branch. The incumbent will be required to work with sworn officers within the Taskforce as well as other government employees from external agencies. The TFAO may also be required to assist within other areas of PPB including Special Crime Investigation Section, Intelligence Section, Offender Management Section and Family & Domestic Violence Section as required.

KEY OUTCOMES

Provide an effective and efficient administrative service within the SCIS Taskforce by:

- Creating, maintaining, categorising and ensuring accurate recording of investigation materials in accordance with specified timeframes, relevant legislation, organisational policies and procedures.
- Maintaining collaborative networks with associated with Taskforce investigations and undertake high level analysis and research of all data received relevant to the operations of the Taskforce;
- Ability to grade information and apply consideration with regard to further dissemination whilst maintaining a high level of confidentiality;
- Ensuring the integrity of information held within the office by establishing and maintaining secure filing systems (both manual and digital);

- Exercise autonomy, authority and judgement to initiate the creation and update of documented procedures, methods and instructions;
- Maintaining an awareness of developing intelligence issues;
- Liaising with a variety of people including all levels of management, other employees and members of outside agencies regarding policy and strategic issues relevant to Taskforce operations;
- Responsible for the coordinated management of agreed priorities as created by the Taskforce and associated partner agency;
- Ensuring the maintenance, supply and purchase of equipment, materials and assets and assisting in the monitoring of expenditure and management of purchasing as required;
- Providing a confidential, secretarial, administrative, reception and clerical service including minute taking and preparing letters to a range of internal and external agencies;
- Contribute to the principles of human resource management, with an emphasis on industrial relations, training and development, equal employment opportunity, health safety and welfare and associated principles and practices.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Proven ability to prioritise work and maintain a high level of accuracy while working effectively under pressure and within agreed time frames.
- Well-developed interpersonal and communication skills (written and verbal) including the ability to foster good working relationships both internally and externally with a diverse group of customers.
- Demonstrated ability to undertake several tasks concurrently, maintain work quality and cope effectively while under pressure. Evidence of being flexible and adaptable in approach while meeting deadlines.
- Demonstrated ability to use initiative and resourcefulness, identify tasks, and think objectively and logically and to develop appropriate solutions to business needs.
- Ability to work under limited supervision and direction whilst exercising autonomy, authority and judgement.
- Ability to conduct elementary research and carry out analytical procedures, outline recommended actions and draft reports.
- Demonstrated ability to maintain strict confidentiality and understand politically sensitive issues.
- Experience in establishing, maintaining and controlling records and filing systems.

Desirable Characteristics

- General knowledge of SAPOL's objectives, policies and practices.
- Experience in dealing with offenders and victims.
- Knowledge of, and experience with, SAPOL databases including SHIELD, PIMS, ACIC and SAPPS information systems.

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.