



ASO6 District Administration Manager Metropolitan Operations Service

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

The Business Support Section encompasses a number of key District-based functions to assist in management of the District while ensuring efficient and effective use of District policing resources. There are two distinct groups within the Section, Business Support managing finance, facilities, records, assets and Section personnel and Workforce Support, managing rostering, annual leave and absence management.

The District Administration Manager is responsible for managing the Business Support Section, including all administration staff within the District.

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	Metropolitan Operations Service
Qualifications	Tertiary qualifications in accounting, business for management-related studies (desirable).
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 District Administration Manager reports directly to the District Superintendent. The District Administration Manager is responsible for managing the administrative services staff within the District and contributes to the successful operation of the District by providing an advisory and consultancy service on issues related to the strategic management of business and administrative activities.

The District Administration Manager has a close working relationship with the District Tactical Coordination Group, Metropolitan Business Manager, Human Resources, Physical Assets and other Managers, Supervisors and employees across SAPOL.

KEY OUTCOMES

Provision of leadership in the District by:

- Providing day to day leadership to administration staff within the District as well as to facilitating effective and efficient operations of the District by managing administrative processes, human, physical and financial resources, information and communication technology (ICT), procurement functions/activities, records management, and audits and exercising delegated authority as required.

Provision of the effective management of human resources and financial services by:

- Ensure budgets are developed, monitored and maintained in compliance with departmental requirements, that action is taken with respect to the achievement of budget outcomes, and that strategies are maintained to ensure consistency with government requirements for managing accounts and cash;
- Manage the Workforce Support function to provide appropriate human resource management practices, policy advice, and operational processes for the District in accordance with agency and government standards and priorities;
- Manage the Business Support function, ensuring the effectiveness of administrative and operational services by providing leadership, direction, guidance, support and supervision to staff, developing team goals and objectives, and reviewing them to identify and

implement efficiencies within a framework of continuous improvement, including training and development and performance management, to optimise service delivery;

- Monitoring and managing the duties and workload of administrative staff across the District; and
- Coordinating staff recruitment and professional development across the District.

Contributing to the strategic operations of the District by:

- Assist in the strategic planning for and management of the District through the development, establishment and evaluation of organisational strategic and business plans which identify service priorities, action plans and resourcing levels;
- Ensuring that the activities of the administration team align with the District's operational and strategic priorities;
- Ensuring appropriate management and administrative structures, systems and processes are in place to support the effective functioning of the District;
- Provide strategic administration support to key internal stakeholders to support the strategic direction of the District;
- Ensuring that all contentious or emerging issues are identified and brought to the attention of the District Superintendent;
- Contribute to the District's risk management objectives by contributing to the development of risk management strategies within the District, participating in overall risk management planning, and identifying potential risk exposures and strategies for remediation;
- Identify, develop and manage strategies to ensure optimum utilisation of physical resources, including ensuring asset procurement, management and audit regimes comply with whole-of-government requirements; and
- Assist the District Superintendent to achieve the corporate objectives of the District by investigating and implementing identified management strategies in relation to the effective utilisation of administrative resources and contribute to the development of an organisational culture that is conducive to goal achievement, productivity and positive working relationships.

Contributing to effective and efficient operations within the District by:

- Managing administrative processes, human, physical and financial resources, information and communication technology, procurement functions/activities, records management, and audits and exercising delegated authority as required;
- Manage the District's facilities by collaborating with key stakeholders in developing and implementing asset management, security, maintenance, cleaning and related physical resource services programs, identify deficiencies and developing project proposals for capital and minor works submission;
- Assisting in the development of appropriate business processes to meet District objectives;
- Oversee and manage audit processes and protocols for the District, as required for Business and Workforce Support functions;
- Ensuring that District work practices and facilities comply with the principles of Work, Health and Safety, Injury Management, Workers Compensation and Equal Employment Opportunity legislation;
- Oversee and ensure records management is maintained in accordance with the State Records Act, Freedom of Information Act and Privacy Principles; and
- Ensure the effective management of District IS&T resources, coordinating the use of computing resources within the District through the management of hardware and software requirements, and ensuring appropriate access, security and training is provided, and

through liaising with, and submitting proposals to, appropriate corporate services to meet ongoing service requirements.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Demonstrated experience in leading, supervising and managing a team to achieve successful outcomes.
- Proven ability to manage human, financial, procurement and physical resources within a branch/unit/district.
- Proven sound leadership and management competence including effectively managing human, financial, procurement and physical resources.
- Proven ability to develop effective working relationships and provide advice and communicate effectively with management, staff at all levels and with a diverse group of individuals.
- Proven ability to prepare and monitor budgets, interpret financial data and analyse financial reports.
- Experience in undertaking research/investigations and the preparation of quality reports/submissions with appropriate recommendations and measure the performance outcomes of strategies in both financial and non-financial areas;
- Ability to establish priorities across a diverse range of tasks and meet tight deadlines, often in an environment of conflicting priorities.
- Proven ability to strategically plan, implement, evaluate and review the use of all resources.
- Experience in reviewing existing work practices, systems and procedures to enhance service delivery.

Desirable Characteristics

- Tertiary qualifications in accounting, business or management-related studies.

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 – Principles and Guidelines.