



ASO3 Business Coordinator Traffic 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

The Traffic Services Branch is SAPOL's strategic centralised traffic policing service. The Branch provides a function to SAPOL to reduce the number and severity of road crashes, facilitating the free flow of traffic and achieving safer road user behaviour.

The Business Coordinator is a multi-skilled position accountable to the Administration Manager and is required to assist with the administrative activities of the Branch including finance, facilities, records management, asset management, fleet management and coordination of staff.

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	Holden Hill Police Station, Holden Hill
Qualifications	N/A.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required. The incumbent must hold a current driver's licence
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

The Business Coordinator is directly accountable to the Administration Manager but may be required to report to other senior managers within the Branch. The incumbent will work closely with:

- Managers, Supervisors and employees across SAPOL
- Members of other government and non-governments organisations

KEY OUTCOMES

- Assist in the preparation of comprehensive and up to date reports and HR information to identify pressure points and efficiencies to inform rostering and planning, training and other human resource related activities across the Branch.
- Assist with the supervision of other Administration staff as directed by the Administration Manager.
- Ensure data integrity by effectively maintaining and updating information systems within various corporate and local databases in a timely and accurate manner.
- Ensure efficient and compliant HR practices are adopted in the branch including records management, training, payroll and rosters.
- Provide information system advice and support to Branch members.
- Assist with managing physical facilities such as property, equipment (including computer equipment), consumables and building management issues in accordance with SAPOL's property standards.
- Supporting administrative activities such as invoice processing, resource coordination, and budget tracking.

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- Develop reports on resource utilisation and financial outcomes in consultation with relevant managers.
 - Ensure efficient work practices are maintained by providing appropriate training to staff and identifying business improvement opportunities where possible.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Proven ability to communicate effectively (both verbally and in writing) to people at all levels, ensuring a high level of service is provided.
- Demonstrated ability to supervise the work of others, ensuring a high degree of accuracy and quality is delivered.
- Ability to analyse problems, question existing practices and policies, and evaluate progress to formulate and recommend practical solutions and strategies for consideration of implementation, whilst working under limited supervision.
- Demonstrated ability to maintain confidentiality and ability to use tact and discretion when dealing with sensitive and confidential matters.
- Demonstrated sound knowledge of and experience in preparation and monitoring of budgets, interpretation of financial information and analysis of financial reports.
- Knowledge and experience in the management of physical assets including fleet, building management, records and facilities.
- Sound knowledge of government policies and procedures relating to human resource principles and practices, including experience in providing advice to employees and management in a range of human resource management issues.
- Proven experience in the use of computer software packages, HR systems or similar data entry systems to accurately input data and provide reporting.

Desirable Characteristics

- Experience with SAPOL systems and procedures.

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 SAPOLs commitment to treating everyone equally, regardless of their age, ability, gender diversity, sexuality, relationship and reproductive status, race, religion and culture.

- 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.