

OFFICIAL

Job and Person Specification

Title of Role:	Administration Officer	Remuneration Level:	ASO2
Agency:	Office of the Director of Public Prosecutions	Type of Appointment:	
Division:		Position Number:	

Approval

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Signature

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Date

Primary Purpose

The Administration Officer works as part of a centralised administration support team to provide quality and timely administration support across the Office. The role provides valuable support that ensures the efficient operation of administrative procedures and operational processes.

Reporting Relationships

- Reports directly to Administration Manager – Prosecution Services

Key Relationships/Interactions

- Works collaboratively with other members of the Administration team, Senior Administration Officers, Paralegals and Legal staff.

Key Challenges

- To provide administration assistance to the office in a timely manner, while dealing with varying workloads and priorities.

Special Conditions

- Out of hours work may be required to meet the needs of the role.
- May be required to deal with confronting and potentially distressing visual and written material.
- Particular attention in dealing with confidential and sensitive material during the course of duties.

AGD Conditions

- Apply People and Leadership Expectations principles
- Participation in biannual performance review and development;
- Actively participate in all mandatory training requirements;
- Abide by relevant legislation, the Code of Ethics for the South Australian Public Sector (the Code) and applicable AGD and ODPD policies and procedures; and
- Employment is dependent upon a National Police Certificate and SA Police Background clearance that the Director finds satisfactory.

Flexible Working Arrangements

The South Australian public sector promotes diversity and flexible ways of working including part time. Applicants are encouraged to discuss the flexible working arrangements for this role. A range of flexible working arrangements are available in this role, including flexitime.

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
File administration and data entry.	<ul style="list-style-type: none"> • Responsible for file creation and accurate data entry for all new files (electronic & physical). • Manage the shared mailbox and data spreadsheet relating to prosecution files and external breach bonds (from DCS and SAPOL) • Ensure initial documentation is provided correctly and filed appropriately within files • Process additional materials for brief (electronic and physical). • Assign files as advised by the SAES Allocator and deliver to allocated team SAES • Assisting Senior Administration Officers with file closure processes as required. 	<ul style="list-style-type: none"> • ODPP database is accurate and up to date • New files created and provided to SAES1 Allocator within 1 business day of receipt by the Office • All material processed and added to the brief within 1 business day of receipt. • Communication between Court and SAPOL is courteous and respectful
External stakeholder liaison	<ul style="list-style-type: none"> • Request and receive antecedent reports from SAPOL • Request and receive bond and sentencing remarks from the Court • Request and receive PD72 witness scheduling information from SAPOL. 	<ul style="list-style-type: none"> • Information from external stakeholders is requested and received in a timely manner.
General Administration	<ul style="list-style-type: none"> • Undertake other administrative tasks as required by the Administration Manager including: <ul style="list-style-type: none"> ○ Arranging meetings and booking rooms on request. ○ Photocopying and collation of documentation as directed by solicitors and/or Senior Administration staff ○ Preparing and sending correspondence ○ Providing reception cover ○ Preparation of spreadsheets ○ Unpacking committal & arraignment bags ○ Maintaining the crown counsel room at the Sir Samuel Way Building • Provide administrative support for other roles in the Administration: <ul style="list-style-type: none"> ○ Senior Administration Officer - Charge Determinations ○ Legal Secretaries ○ Court List Clerk 	<ul style="list-style-type: none"> • Records and databases are accurate and up to date • Data and requests entered and prepared in accurate and timely manner • Written work and administrative work of acceptable quality • Provides administrative back up when requested and completes tasks accurately and promptly

Qualifications, Skills, Knowledge, and Experience relevant to the role

Technical Expertise (Essential)	<ul style="list-style-type: none"> • Ability to set and meet deadlines, organise, co-ordinate and prioritise a large volume of work. • Ability to perform administrative duties with a high degree of accuracy. • Able to recognise and deal appropriately with confidential and sensitive matters. • Capacity to quickly learn operating procedures and practices. • Required to work as part of a team • Ability to work under general direction and undertake work as directed • Competent in computing, keyboard, and data entry. • Experience in the use of Microsoft computer software including Excel.
Technical Expertise (Desirable)	<ul style="list-style-type: none"> • Ability to work under general direction. • Experience working in a legal environment. • Maintain a general knowledge of the functions and activities undertaken by the ODPP.

Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the Administration Officer role. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in AGD's Performance Matrix. This broader group of behaviours are applicable to your ongoing success in the role.

Elements	Behaviours
Strategic Focus (Foundational)	<ul style="list-style-type: none"> • Knows how own work contributes to goals and plans • Recognises how own work impacts on others • Is flexible to changing priorities • Is open to change and new approaches
Results Orientation (Foundational)	<ul style="list-style-type: none"> • Ensures progress is communicated with manager/supervisor • Delivers results by agreed timeframes • Pays attention to detail to ensure quality results • Actively contributes to continuous improvement
Service Delivery Excellence (Foundational)	<ul style="list-style-type: none"> • Shares awareness of potential problems and opportunities • Shares capability and expertise to achieve outcomes • Delivers high quality internal and external customer service • Effectively manages their own performance positively contributing to team performance
Relationship Management (Operational)	<ul style="list-style-type: none"> • Consults and seeks the views of relevant stakeholders • Develops effective working relationships and internal networks • Shares information and knowledge as appropriate • Actively listens and communicates clearly
Demonstrates Personal Drive & Professionalism (Foundational)	<ul style="list-style-type: none"> • Appropriately expresses own views and is respectful of the views of others • Identifies risks and takes appropriate action • Maintains strict confidentiality of information • Pro-actively seeks to develop skills and knowledge