



ASO2 Administration Officer 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 Administration Officer is accountable to the Officer in Charge, Traffic Services Branch for the provision of an effective and efficient administrative support service to the Branch.

The Administration Officer is required to assist the Office Administrator with the administrative activities of the Branch. This includes finance, audits, property, training, human resource related activities, information technology activities and general administrative support.

The Administration Officer is also required to ensure the provision of the highest standards of professional customer service to clients at all levels through effective customer interfaces and through timely and appropriate responses to customer enquiries.

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 locations across South Australia.
Qualifications	N/A
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 Administration Officer reports to the Office Administrator and has working relationships with the other members of the Tactical Co-ordinating Group.

KEY OUTCOMES

- Assist in the provision of an effective and efficient administrative support service to the Branch by providing administrative and other support to the Office Administrator such as fleet management, records management, HR related forms, diary appointments/scheduling, minute taking, preparation of deployment/accommodation schedules and internet uploads/downloads.
- Support the management of finance matters through the checking, analysis, reporting and monitoring of finance and accounts.
- Providing a keyboard service such as transcription typing, word processing or data entry.
- Preparing, receiving, collating, processing and disseminating various police related documents and data which require entry into SAPOL computer systems.
- Provide training of new and existing staff.
- Contribute to the management of corporate facilities through activities and compliance with SAPOL's purchasing and supply guidelines.
- Contribute to an effective human resource management emphasising merit, industrial relations, training and development, equal employment opportunity, work health and safety and associated principles and practices.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

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- Ability to professionally communicate verbally and in writing to all levels of management and personnel and respond appropriately to the needs of customers and client groups.
 - Ability to work as an effective team member, under limited supervision, coordinating workloads and priorities to ensure that work is completed in accordance with agreed timelines.
 - Proven experience in the use of personal computers including word processing, databases, record management and spreadsheet software packages.
 - Knowledge of purchasing and procurement, auditing, facilities and asset management.
 - Ability to problem solve and undertake minor research tasks as delegated.

Desirable Characteristics

- Demonstrated ability to develop and implement new procedures and improve workflow efficiencies.
- Experience in drafting correspondence and minor reports.
- Knowledge of SA Government policies, procedures and processes.

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.