

# Job and Person Specification

<b>Title of Role:</b>	Senior Administration Officer	<b>Remuneration Level:</b>	ASO3
<b>Agency:</b>	Office of the Director of Public Prosecutions	<b>Type of Appointment:</b>	
<b>Division:</b>	Legal and Legislative Services	<b>Position Number:</b>	

## Approval

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*Delegate* *Date*

### Primary Purpose

The Senior Administration Officer is embedded in a solicitor team and provides high level administrative support to all members of that team. The Senior Administration Officer is a key member of the solicitor team to which they are allocated and has responsibility for maintaining the administration requirements of all files across the team.

### Reporting Relationships

- Reports to the Senior Administration Manager with day-to-day oversight provided by the LEC4/5 senior solicitor in relation to work allocation and quality of work outputs.

### Key Relationships/Interactions

- Work closely with legal staff and paralegals within their allocated solicitor team.
- Works closely with other members of the Senior Administration team and members of the Administration team.
- Participate as a member of the Business Service Section of the ODPP.
- Liaise with external agencies such as SAPOL, CAA, DCS, Parole Boards

### Special Conditions

- Some out of hours work may be required.
- Will be exposed either directly or indirectly to confidential, sensitive, confronting and/or distressing material including photographs, written descriptions and other evidentiary material.

### AGD Conditions effective

- Apply People and Leadership Expectations principles in all interactions and situations
- Participate in biannual performance review and development
- Actively participate in all mandatory training requirements
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures including the AGD Leadership and People Expectations
- Employment is dependent upon a National Police Certificate and SAPOL Background check clearance that the AGD 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. The Senior Administration Officer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Update details of records of key information pertaining to current files in the ODPP Prosecution Case Management System (PCMS) and on the physical file, including all correspondence and court documents.</li> <li>• Maintain up-to-date calendars for Solicitors, Witness Assistance Officers (WAOs) and other key stakeholders (e.g. SAPOL), in particular details of Court date(s), File outcome(s) and details/changes relating to a case(s) or associated matters.</li> <li>• Processing antecedent reports.</li> <li>• Processing witness scheduling documents (PD72).</li> </ul>	<ul style="list-style-type: none"> <li>• Updated details in the PCMS are accurate (i.e. free of error) and timely (i.e. entered within 3 days).</li> <li>• Information is relayed to the relevant stakeholder (i.e. Solicitor, WAS, SAPOL) in a timely manner, as agreed, and calendars are accurate.</li> <li>• Liaison with stakeholders is polite and positive.</li> <li>• Processing of documents is completed accurately.</li> </ul>
<b>General administration in a legal practice</b>	<ul style="list-style-type: none"> <li>• Documents are filed and served to Court using existing templates.</li> <li>• Schedule proofings of witnesses/ victims with reference to the availability of all participants.</li> <li>• Arrange interstate/overseas video conferencing link ups, as requested by solicitor.</li> <li>• Ongoing maintenance of the physical prosecution brief and in PCMS.</li> <li>• Prepare and copy trial briefs, including Preparation of Indexes to Briefs.</li> <li>• Prepare finalised files ready for archiving by the Records Officer.</li> </ul>	<ul style="list-style-type: none"> <li>• Documents are completed using existing templates.</li> <li>• All documents are provided to Court on time.</li> <li>• Liaison with Courts, SAPOL, Solicitors, Prosecutors, WAOs, Senior Administration Officers, Witnesses and Victims is respectful and courteous.</li> <li>• Files prepared for archiving are received by the Records Officer in a quality condition.</li> </ul>
<b>Business Services participation</b>	<ul style="list-style-type: none"> <li>• Participate in activities which contribute to the identification and/or implementation of business process improvements.</li> <li>• Provide support to or cover administrative support needs in other teams when required.</li> <li>• Assist with training of other and new Senior Administration Officers.</li> <li>• Assist documentation of existing business processes for the Senior Administration Officer Manual.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in wider business focus is positive.</li> <li>• Assistance and/or training support provided to other Senior Administration Officers is positive.</li> <li>• Business processes are documented and included in the Senior Administration Officer Manual.</li> </ul>
<b>Closing Files</b>	<ul style="list-style-type: none"> <li>• Responsible for the collation and sorting of file documentation, including the return of SAPOL briefs (if applicable) and exhibits, for all closed files.</li> <li>• Retain trial transcripts.</li> <li>• Undertake responsibility for preparation of all closed files for archiving in accordance with State Records policies and procedure, and accurate recording of file closure data on ODPP business systems.</li> <li>• Liaison with ODPP Records clerk in relation to storage and disposal of ODPP records.</li> </ul>	<ul style="list-style-type: none"> <li>• PCMS is accurate and up to date.</li> <li>• Exhibits returned to SAPOL in a timely manner.</li> <li>• Files prepared for archiving are received by the Records Officer in a quality condition and timely manner.</li> </ul>
<b>Contribute to Culture</b>	<ul style="list-style-type: none"> <li>• Actively participate and contribute to responsible and safe work practices.</li> <li>• Embrace diversity and cultural differences in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Work practices are safe and WHS legislation, policies and procedures are adhered.</li> <li>• Respectful behaviour observed when faced with diversity/differences in opinion.</li> </ul>

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

<b>Technical Knowledge and Expertise (Essential)</b>	<ul style="list-style-type: none"> <li>• Advanced level of written and oral communication skills to analyse/summarise information and present it in a clear and concise form.</li> <li>• Previous experience working in a legal administration role or similar.</li> <li>• Demonstrated ability to handle conflict situations.</li> <li>• Demonstrated ability to work with initiative and under limited supervision with a high workload and changing priorities.</li> <li>• Experience in the use of computers, data base systems and Microsoft suite of products.</li> <li>• Knowledge and understanding of the criminal justice system.</li> <li>• Knowledge of the principles and practice of HSW, Equal Opportunity, the PS Act 2009, employee conduct standards and diversity appropriate to the requirements of the role.</li> </ul>
<b>Technical Knowledge and Expertise (Desirable)</b>	<ul style="list-style-type: none"> <li>• Successful completion of a legal secretarial course or similar.</li> <li>• Knowledge of the operations of the Office of the Director of Public Prosecutions.</li> </ul>

### Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the role of Senior Administration Officer. 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
<b>Strategic Direction (Foundational)</b>	<ul style="list-style-type: none"> <li>• Knows how own work contributes to goals and plans</li> <li>• Recognises how own work impacts on others</li> <li>• <b>Identifies risks within own work practices</b></li> <li>• Is flexible to changing priorities</li> <li>• <b>Is open to change and new approaches</b></li> </ul>
<b>Achieves Results (Operational)</b>	<ul style="list-style-type: none"> <li>• <b>Sets and communicates clear expectations around quality of work and timeframes</b></li> <li>• Monitors progress towards achieving outcomes</li> <li>• <b>Takes responsibility for the delivery of quality and timely results</b></li> <li>• Critically evaluates issues and ensures solutions are practical and achievable</li> <li>• <b>Prioritises workload effectively and negotiates deadlines where appropriate</b></li> <li>• Measures performance and acts on opportunities for continuous improvement</li> </ul>
<b>Service Delivery Excellence (Foundational)</b>	<ul style="list-style-type: none"> <li>• <b>Shares awareness of potential problems and opportunities</b></li> <li>• Shares capability and expertise to achieve outcomes</li> <li>• <b>Delivers high quality internal and external customer service</b></li> <li>• Accesses appropriate resources to achieve outcomes</li> <li>• Participates in a culture of financial responsibility, accountability and awareness</li> <li>• <b>Adheres to performance requirements to achieve work outcomes</b></li> <li>• Effectively manages their own performance positively contributing to team performance</li> <li>• Seeks guidance/advice from others where necessary</li> </ul>
<b>Relationship Management (Foundational)</b>	<ul style="list-style-type: none"> <li>• Seeks ways to resolve conflict and escalates when appropriate</li> <li>• <b>Actively seeks relevant information and views from others</b></li> <li>• <b>Develops effective working relationships</b></li> <li>• <b>Shares information and knowledge seeking approval where necessary</b></li> <li>• Is aware of the situation and audience in work environment</li> <li>• <b>Works cooperatively with others to achieve work outcomes</b></li> <li>• Listens attentively and communicates clearly</li> </ul>
<b>Professional Approach and Drive (Operational)</b>	<ul style="list-style-type: none"> <li>• <b>Promotes a culture of respect and high ethical standards</b></li> <li>• Supports diversity and uses this to enhance outcomes</li> <li>• <b>Maintains professionalism and confidentiality when dealing with sensitive issues</b></li> <li>• Constructively expresses own views and respects the views of others</li> <li>• Is aware of risks and makes decisions accordingly</li> <li>• <b>Remains positive and recovers quickly from setbacks</b></li> <li>• <b>Adapts effectively to change</b></li> <li>• Looks for opportunities to engage in development activities</li> <li>• Seeks feedback and reviews own performance</li> <li>• Ensures a focus on wellbeing for self and others and raises concerns where necessary</li> </ul>

