



ASO6 Project Administrator Capital Projects Unit Physical Assets 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 Project Administrator works in a dynamic capital project environment in the Physical Assets Services Branch (PASB), and provides strong business, financial, risk and project administration acumen to a diverse team of project managers and range of capital projects and relocation initiatives supporting SAPOL's operational and policing objectives across the statewide asset portfolio.

Key activities include managing project administration requirements, project controls, maintaining accurate financial and project information data, ongoing analysis and reporting on budget allocations, forecasts and financial expenditure including variations, drafting and providing input to executive briefs, project monitoring, milestone reporting, risk registers and executive reporting, creating presentations, supporting project governance and procurement requirements, and robust documentation of projects which contribute to efficient and effective operations.

Service

Integrity

Leadership

Collaboration

Courage

Respect



The Capital Projects Unit, PASB provides support to SAPOL’s assets and capital investment initiatives through project initiation, planning, design / analysis, execution, monitoring and closure for effective delivery of capital works across the portfolio. The Unit contributes to the strategic planning, development, implementation and on-going best practice standards for high quality infrastructure with a value for money approach for SAPOL’s corporate accommodation and operational facilities requirements.

PASB is comprised of seven units: Capital Projects Unit, Major Projects Unit, Strategic Infrastructure & Assets Unit, Contracts, Impound and Armoury Unit, Strategic Operations Section: Fleet & Stores, Facilities Management Unit and Business Unit.

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	Adelaide CBD
Qualifications	Diploma or Bachelor in Business or other related discipline
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 role reports to the Manager, Capital Projects Unit, and will work in a close knit team environment with the Major Projects Unit staff, and liaise with Capital Projects Unit staff. The position will maintain strong working relationships with other Units in the Branch including active partnership with the Business Management Unit, and other branches including Procurement and Contract Management Services (PCMS) and Financial Management Services Branch (FMSB), other government agencies and external service providers.

KEY OUTCOMES

Contribute to the efficient and effective project administration and cost control within PASB of major projects and agency initiatives by:

- Effective and timely management of project administration supporting delivery of capital projects and a range of accommodation initiatives, and expert advisory regarding best practice project processes and procedures including:
 - Provide accurate financial, budgetary, procurement, project analysis and advice, monitoring project controls, maintaining accurate financial and project information databases, ongoing analysis and reporting on budget allocations, forecasts and financial expenditure including variations, cash flow and

- carryover requirements in line with Project Manager Gantt chart timeline factors, budget processes and end of month financial and reporting timelines;
- Ensure timely and best practice project procurement activities and documentation are maintained. Track and analyse the purchasing of goods and services associated with project delivery, ensuring robust cost spreadsheets that provide accurate financial position and monitor within budget capacity, regularly advising project managers and the Manager Major Projects of expenditure position and risks to the budget.
 - Identify opportunities for project procurement savings and efficiencies, and support project team requirements in preparing and processing correct and appropriately authorised procurement documentation in accordance with General Order and government procurement requirements, and current agency financial delegations to support value for money solutions.
 - Confirm accuracy and process and record invoices and purchase orders and prepare /process expense claims in close collaboration with the Business Management Unit to ensure effective Project and financial administration within required timeframes;
 - Assist in development and review of risk control plans, actions and provide status reporting as required in close collaboration with Project Managers to ensure risks are identified, monitored, managed and mitigated applying best practice risk management techniques to meet organisational objectives;
- Proactive and professional collaboration, undertaking effective stakeholder engagement with key end users, contractors and internal / external stakeholders, including facilitating regular meetings, undertaking regular, timely and effective communication to key stakeholders and end users on contract activities.
 - Provide regular well written and concise professional reports and input to executive briefs and corporate information / reporting with accurate details, including:
 - Maintaining key reporting for Department for Infrastructure and Transport 'Self Accreditation' project delivery requirements, Infrastructure SA reporting and other executive reporting as required
 - Generating performance related information including milestone, budget and financial, project control and other key performance indicators, sourcing and extracting information from various computer systems to produce strategic advice and reporting on initiatives;
 - Producing current and factual project monitoring, milestone reporting, risk registers and executive reporting, creating presentations and supporting project governance and procurement requirements, with robust documentation of projects which contribute to efficient and effective operations;
 - Proactively undertake continuous development, implementation, maintenance and improvement of PASB administrative practices, policies, procedures and standards;
 - Providing timely, positive and professional management of all enquiries, effective problem solving and providing solutions for any issues to ensure high quality service delivery.
 - Contributing positively and actively to ensure a high performing team environment and collaborative work culture, and assist with other areas of activity where appropriate.

- Actively undertake training, participate in multi-skilling and as new initiatives are developed, be prepared to adapt to changing work practices and ways of providing support to clients.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Diploma or Bachelor in Business, Projects or other related discipline.
- Demonstrated experience in a project administration in a capital project delivery setting in a large commercial organisation or government environment with ability to ensure robust and accurate project financial, budgetary, procurement and risk reporting information and provide accurate and timely cost control support to capital project delivery teams.
- Demonstrated time management and ability to work under broad direction, both independently and as part of a team, identify, prioritise and effectively deliver priorities with close attention to detail and sound judgement across a diverse range of complex tasks and meet tight deadlines in a high demand environment.
- Demonstrated high level verbal and written communication skills including experience in the provision of high level analysis, research, information and advice through well written, factually accurate executive briefs, financial analysis and reports.
- Demonstrated experience in successfully delivering a high quality customer service including acting as key contact for project administrator requirements, take responsibility for meeting objectives and progressing work within established timeframes, with ability to adapt to changing circumstances.
- Expertise in developing and monitoring project controls to support project delivery, and welldeveloped understanding of financial, budgetary and procurement risks associated with project delivery.
- Demonstrated ability to problem solve, including to identify, examine and resolve complex issues, with proven high level ability to analyse complex information, and draft well prepared reports with sound recommendations.
- Demonstrated expertise in ability to manage and maintain data and information systems, electronic and physical records and files of capital projects to reflect accurate project administration information and records and produce system reports from key business databases.
- Experience in the operation of Microsoft software applications, database systems and in the preparation of reports and submissions.

Desirable Characteristics

- Nil

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 – Guidelines.