



ASO4 Executive Project Officer 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 Executive Project Officer provides high level, project related administrative duties to assist the efficiency and effectiveness of Physical Assets Services Branch (PASB) executive including the Director and Deputy Director, supporting the delivery of significant complex capital projects for new SAPOL infrastructure. The role will provide timely, accurate and proactive advice and support on a broad range of issues and priorities including the preparation of reports and correspondence, executive officer duties for standing meetings, research and data collection. The role will be responsible for minor projects linked to developing or implementing new initiatives, improving efficiency and effectiveness of systems, processes and or practices associated with the Unit Managers or the Branch more broadly.

Physical Assets Service Branch provides physical asset management across SAPOL's statewide portfolio with expertise organised under the following Units within the Branch, across multiple workplace sites in metropolitan Adelaide:

Service

Integrity

Leadership

Collaboration

Courage

Respect



- Facilities Management Unit - Provides strategic asset planning and advice regarding strategy and policy development directed at maximising SAPOL's major asset categories.
- Capital Works Unit - Responsibility for project delivery co-ordination (including project reporting), scheduling and management of the Minor / Major works program.
- Major Projects Unit –Major project delivery of significant capital projects for SAPOL
- Strategic Infrastructure Unit – Portfolio strategy for SAPOL operational and corporate facilities
- Strategic Operations: Fleet and Property Stores, responsible for the SAPOL operational and administrative fleet, and evidence stores/ property warehouse operations
- Contracts, Impound & Armoury Unit – managing SAPOL's Asset related contracts, the statewide Armoury function and metropolitan and regional Impound yards.
- Business Management responsible for budget management and reporting, HR, training and central administrative coordination, audit, and central processing for branch invoices.

PASB is comprised of seven units: Capital Projects Unit, Major Projects Unit, Strategic Infrastructure Unit, Contracts, Impound & Armoury Unit, Strategic Operations: Fleet & Property, Facilities Management Unit, and Business Unit. A 'one team' mindset is driven by leadership at all levels, is focused on achieving our Vision and Key Strategy and allows us to realise the full potential of our workforce and ensures service excellence. To achieve this, members adopt a problem solving, responsive and informative approach.

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	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 Executive Project Officer will report to the Director, Infrastructure & Assets. The role will provide executive support to Director and the Deputy Director, and support to the Manager Major Projects and Manager Capital Projects Unit when required.
- The role will work collaboratively with executives, managers and other administrative staff within PASB, Financial Management Services Branch (FMSB), Procurement and Contract Management Services Branch (PCMS) Information Services & Technology Service (IS&T), across SAPOL Services and external parties as needed.

KEY OUTCOMES

- Proactively identify and coordinate the appropriate areas of focus by:
 - Providing high quality secretariat support for capital project delivery, including management of diaries and calendars and the taking of meeting minutes
 - Efficiently triaging matters, redirecting them to the appropriate managerial level for action and following up actions.
 - Taking initiative in the collation, preparation and presentation of information for consideration by the relevant Manager/Director(s).
 - Monitoring and negotiating deadlines and coordinating the collation of information to ensure deadlines are met.
 - Drafting correspondence including briefings, emails, reports, letters, etc.
 - Intercepting, receiving and re-directing telephone calls.
- Manage minor internal projects
 - Managing minor projects which contribute to improved efficiency and/or effectiveness of Capital project delivery in the branch.
 - Undertaking research and analysis which may be of a highly sensitive, confidential and critical nature.
 - Contributing to relevant agency-wide projects.
- Act as the executive officer for boards and forums involving coordinating stakeholders, documenting and tracking outcomes and actions, managing agendas, taking and drafting meeting minutes and reports, briefing material and correspondence.
- Develop and maintain positive working relationships and networks with internal and external stakeholders.
- Identify, establish and maintain procedures and processes to promote organisational effectiveness.
- Contribute to the Service's continuous improvement through identifying areas for improvement and implementing approved solutions.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Demonstrated skills in project management and administration, and the collection, collation and presentation of building project planning and delivery information from a range of sources.
- Demonstrated organisational and time management skills
- Demonstrated ability to work autonomously with limited direction, identify outcomes, prioritise workloads and achieve objectives within deadlines.
- Demonstrated ability to exercise initiative and judgement, make well informed and timely decisions and respond to changing demands and situations.
- Well-developed conceptual skills and the proven use of initiative in solving problems.
- Demonstrated high level of verbal and written communication skills, including ability to prepare and collate executive reports and briefings.

- Demonstrated ability in the use of a range of data software programs including Microsoft Excel, Microsoft Project, Powerpoint, Outlook and Word.
- Demonstrated ability to work effectively and collaboratively with a range of relevant stakeholders providing excellent customer and advisory services and achieving agreed objectives.

Desirable Characteristics

- Experience in supporting government or private sector large commercial capital project delivery.
- Experience with Bluebeam, Autocad and other capital project delivery software programs
- Knowledge of the South Australia Police, its objectives, policies and practices.

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.