



ASO3 District Workforce Coordinator Metropolitan Operations Service

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 District Workforce Coordinator is a multi-skilled position responsible for providing support to the District Workforce Planner in relation to workforce rostering and planning, training and other human resource related activities.

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 District locations. The incumbent will be expected to rotate to other District Business Coordinator positions as required.
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 District Workforce Coordinator is accountable to the District Administration Manager, however will directly report to the District Workforce Planner on a daily basis. The incumbent will also work closely with:

- Managers, Supervisors and employees across SAPOL
- Members of other government and non-government organisations.

KEY OUTCOMES

- Assist in the preparation of comprehensive and up to date reports and HR information to identify pressure points and efficiencies to inform rostering and planning, training and other human resource related activities across the District.
- Provide high level customer service and professionalism in the performance of daily duties by being committed and supportive of continuous improvement and best practice.
- Assist in the supervision of other Administration staff as directed by the District Administration Manager.
- Ensure efficient and compliant HR practices are adopted in the District including records management, training, payroll and rosters.
- Ensure data integrity by effectively maintaining and updating information systems within various corporate and local databases in a timely and accurate manner.
- Provide information system advice and support to District members.
- Provide support that contributes to the achievement of strategic management issues:
- Ensure efficient work practices are maintained by providing appropriate training to staff, and identifying business improvement opportunities where possible.
- Contribute to the maintenance of a healthy, safe and equitable working environment by observing Work Health, Safety and Welfare and EEO requirements.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Proven ability to communicate effectively (both verbally and in writing) to people at all levels, ensuring a high level of service is provided.
- Demonstrated ability to supervise the work of others, ensuring a high degree of accuracy and quality is delivered.
- Ability to develop and implement strategies to achieve results, monitor performance and evaluate progress whilst working under limited supervision.
- Ability to analyse problems and question existing practices and policies to formulate and recommend practical solutions.
- Demonstrated ability to maintain confidentiality and ability to use tact and discretion when dealing with sensitive and confidential matters.
- Proven experience in the use of computerised HR systems or similar data entry systems to accurately input data and run reports.
- Sound knowledge of departmental and government policies and procedures relating to human resource principles and practices.
- Experience in providing an advisory service to employees and management in a range of human resource management matters.

Desirable Characteristics

- Knowledge of public sector award provisions for Police Act, PS Act and Weekly Paid employees.

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.