

JOB AND PERSON SPECIFICATION

Title of Position: Aboriginal Trainee
Warehousing and Logistics Officer

Classification: TRA

Location: Northern Country Business Centre

Reports To: Various

CORRECTIONAL SERVICES

Position No:

Division: Statewide Operations

JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Aboriginal Trainee Warehousing and Logistics Officer will be supported through a training program. This will include nationally recognised training and practical work experience to undertake the tasks described in this document effectively.

The Trainee will be support in order to develop skills to:

- Deliver a range of administration functions that support the Distribution Centre's operations.
- Facilitate an effective delivery of service within a prison environment whilst maintaining inventory control and security.
- Respond to enquiries in a timely and professional manner
- Participate and contribute as a member of the team.
- Contribute to the delivery and maintenance of efficient work practices and processes.

The Aboriginal Trainee Warehousing and Logistics Officer will be located in the Northern Country Distribution Centre at the Port Augusta Prison.

KEY STAKEHOLDER INTERACTION

The Aboriginal Trainee Warehousing and Logistics Officer will report to:

- Finance Team Leader, Northern Country Business Centre
- Business Centre Manager, Northern Country Business Centre
- Manager, Aboriginal Strategy, Policy and Government Relations
- Advisor, Aboriginal Employment, Training and Staff Support

The Aboriginal Trainee Warehousing and Logistics Officer will also liaise with local staff, management and external stakeholders.

BRANCH PROFILE

The Northern Country Correctional Business Centre is one of 3 Business Centres within the State of South Australia that provides a range of business services including Human Resources, Finance, OHS, and Procurement functions to the Custodial Services and Community Corrections Directorates within a geographical region.

The Northern Country Correctional Business Centre is located at Port Augusta Prison and services both custodial and community corrections Business Units which includes Port Aboriginal Trainee Warehousing and Logistics Officer (TRA) March 2025

Augusta and Port Lincoln Prisons, Northern Regional Office, Port Augusta, Port Pirie, Whyalla, Port Lincoln, Ceduna and Coober Pedy Community Correctional Centres.

As the largest prison in South Australia, Port Augusta has facilities and capacity to provide services, development and work opportunities for a high volume of low, medium and high security prisoners. Many of the state's Aboriginal prisoners are accommodated here due to the prison's proximity to the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands of the far north of South Australia.

The Aboriginal Services Directorate (ASD) is an integral part of the Department for Correctional Services. The ASD advocates for greater recognition to cultural issues affecting Aboriginal offenders, their families and the border Aboriginal community as recommended by the Royal Commission into Aboriginal Deaths in Custody.

SPECIAL CONDITIONS

- The Trainee will be required to actively participate and complete a Certificate III in Supply Chain Operations during the course of their contract.
- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check;
- A current South Australian Driver's Licence / or working towards is essential;
- A flexible approach to working hours is required;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

Contribute to the success of the Northern Country Distribution Centre by:

- Undertaking business support for the centre through provision of receipt, storage and distribution functions which facilitate an effective delivery service within the prison.
- Provide efficient and accurate word processing and data input, working in a Windows environment and with other specialised applications and systems.
- Undertake a range of record management activities including accurate data entry and stock records.
- Provide a consistent and high level of customer service, including efficient telephone and email services to all customers and colleagues.
- Assist with minor research activities.
- Maintain a sound knowledge base of the activities performed within the Distribution Centre.

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- Actively participate in professional development activities.
 - Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.
 - Responsible for early notification and reporting of workplace hazards, incidents and injuries.