



ASO3 Probity Officer Security Advice Section Security and Emergency Management 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 Probity Officer is a role within Security Advice Section (SAS) that is responsible for providing probity reports on contractor conduct and complaint history. SAS is responsible for managing the security of contractors and service providers aligned to the South Australian Protective Security Framework (SAPSF) GOVSEC5 requirements and the SAPSF policy for recruiting employees, including identity, eligibility and suitability requirements. Security clearance requirements will be applied to contractors as SAPOL would to its employees.

The Probity Officer is accountable for researching and assessing employee conduct information and preparing a probity report for SAS management. The probity reports must adhere to SAS approved reporting guidelines and protocols satisfying natural justice and procedural fairness obligations and other administrative law requirements. As such the incumbent must be able to prioritise and schedule a demanding work load, and work general direction.

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	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 Probity Officer is accountable and directly reports to the Officer in Charge, SAS on a daily basis. The incumbent will also work closely with the SAS team and Physical Asset Services Branch team.

KEY OUTCOMES

- Researching and evaluating against the SAPSF, existing criminal and conduct history information on contractors subject to probity reporting requirements.
- Ensuring best practice in the collection, interpretation, recording and maintenance of contractor integrity and conduct history, in compliance with SAPOL corporate objectives.
- Providing probity reports in a timely and professional manner to internal stakeholders and ensuring compliance with appropriate legal and policy standards when reporting.
- Ensuring a high level of confidence in the probity reporting process is maintained and accepted throughout the organisation and the wider community, through the adoption of best practice methodologies.
- Developing and maintaining probity files on contractors.
- Providing assistance to the SAS Deputy Agency Security Adviser surrounding the collation, recording and receipt of internal clearances.
- Maintaining a high level of security and confidentiality of all records, files and correspondence accessed as part of the probity reporting process.
- Utilising SAPOL databases and external open-source information to develop probity reports.
- Identifying and advising the Officer in Charge SAS of associations which require SAPOL management response.
- Contributing to the achievement of equal opportunity in employment and service delivery by identifying, eliminating and preventing discrimination and harassment to ensure high standards of performance in line with corporate strategies, equal opportunity policies, the Equal Opportunities Act and the Public Sector Act.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Proven experience in the use of computerised systems or similar data entry systems to accurately input data and run reports.
- Experience in establishing, maintaining and controlling records and filing systems.
- 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 maintain confidentiality and ability to use tact and discretion when dealing with sensitive and confidential matters.
- Ability to analyse problems and question existing practices and policies to formulate and recommend practical solutions.
- Demonstrated ability to set priorities, allocate and manage time and to cope with a high workload whilst working under limited supervision and general direction.
- Demonstrated ability to work with initiative, flexibility and to adapt appropriately to changing requirements and situations.
- Proven ability to work effectively in a team environment that fosters cooperation and support of team members to achieve agreed objectives.

Desirable Characteristics

- Proven ability to relate and respond to needs of management.

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.