

Position Description

Administration Officer

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

 SERVICE	 PROFESSIONALISM	 TRUST	 RESPECT	 COLLABORATION & ENGAGEMENT	 HONESTY & INTEGRITY	 COURAGE & TENACITY	 SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

Administration Officer delivers a specialized range of administrative functions within the context of the Wiltja Boarding, provides administrative support service to workgroups, clients and stakeholders in order to achieve Wiltja Boarding's objectives and goals. Administration Officer assists with general project work and preparing information in appropriate formats and contributes to the delivery and maintenance of efficient work practices with Wiltja Boarding.

Position title	Administration Officer
Classification	ASO2
Division	Schools and Regional Operations
Directorate	Partnership, Schools and Preschools
Location	Lightsview
Reports to	Office Manager
Direct reports	Nil
Role description date	28/10/2024



What you will do (key outcomes)

1. Provide a direct client focused service by managing telephone and personal visitor enquiries and ensuring the effective dissemination of correspondence including recording and distribution of courier and Australia post mail, receipt and distribution of parcels/packages
2. Showing initiative and judgment in answering general enquiries using tact and discretion in sensitive situations, recording accurate messages and as necessary referring matters to appropriate officers to follow up as required
3. Ensuring that all contractors sign in the appropriate Maintenance attendance books on arrival and sign out once the job has been completed
4. Ensuring all student databases are updated on a daily basis and liaise with Wiltja School to ensure all parties receive the correct student information
5. Assisting in maintaining accurate Records Management system and administration procedures including data entry
6. Updating and maintaining with accuracy databases/spreadsheets including staff directories/phone list and government motor vehicle registers
7. Maintaining stationery stock and stationery requirements
8. Assisting the Management team, Program Support Officer and Finance Officer by undertaking a range of administrative tasks including the preparation of correspondence, providing advice and information as appropriate, minute taking and other general administrative tasks i.e. laminating, photocopying etc
9. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- Proven ability to select and apply effective communication and interpersonal skills to liaise effectively with a wide range of people within and external to the program including both verbally and in written form.
- Proven ability to utilise office systems, procedures, technologies and demonstrated ability and capacity to use IT and communication technology, particularly databases and Microsoft office applications.
- Ability to successfully use initiative and judgment to prioritise and coordinate work tasks under limited supervision to meet timelines.
- Proven experience in working effectively in a team within a complex and demanding administrative environment.
- Experience in providing an efficient and effective customer contact service and range of administrative support services.

Who you will work with (key relationships)	Qualifications
Direct working relationships	Essential: Nil

• Manager • Office Manager • Administration staff External working relationships • Liaises with Avenues College • Liaises with Anangu Lands schools and communities	Desirable: Certificate in Administration or Allied Field
--	--

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's license and be willing to drive <i>(remove if not required)</i> You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Tazeen Adnan People and Culture Consultant P&C Operations		Approved by: Mark Ames, Education Director Anangu Lands Partnership	
Date: 28 October 2024		Date: 5 November 2024	