



ROLE DESCRIPTION

| ROLE DETAILS | |
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| Role Title: Grants and Administration Officer – Veterans SA | Agency: Defence SA |
| Classification: ASO4 | Business Unit: Veterans SA |
| Position No: TBC | Location: Level 4, 151 Pirie Street, Adelaide |
| Type of Appointment: Contract up to two years. Initial 12 month contract | Date: Commence 03 June 2024 |

| ROLE DESCRIPTION APPROVAL | ACKNOWLEDGEMENT |
|---------------------------|-----------------|
| Chief Executive / / | Occupant / / |

| ROLE CONTEXT | |
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| Role Summary: | <p>The Grants and Administration Officer is responsible for managing the provision of timely and professional grant funding, and executive and administrative support for Veterans SA.</p> <p>The Grants and Administration Officer will have a primary focus on the Veterans SA portfolio but will provide support to the wider Defence SA team on an as needs basis.</p> |
| Reporting/ Working Relationships: | <ul style="list-style-type: none"> • The Grants and Administration Officer will receive work direction and report to the Director Veterans SA. • Day to day support will be provided to the wider Veterans SA team as required. • Works closely with the Veterans SA project leads for support as needed. • Works closely with the Chair of the Veterans Advisory Council providing Secretariat support. • Support to the wider Defence SA administration team on an as needs/capacity basis. • May work with representatives from external organisations. |
| Special Conditions: | <ul style="list-style-type: none"> • Some out-of-hours work will be required. • A current Class C (Car) Drivers' Licence is desirable. • A flexible approach to taking annual leave is required. • Intra- and/or interstate may be required for specific events. |



| CORPORATE RESPONSIBILITIES | |
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| <ul style="list-style-type: none"> You ensure your own personal safety and that of your co-workers and other workers by maintaining awareness, complying with agency Work Health and Safety (WHS) procedures and instructions, and obeying reasonable safety instructions issued by Defence SA. You uphold the ethical behaviour and professional standards as contained in the <i>Public Sector Act, 2009</i> and the <i>Code of Ethics for the South Australian Public Sector</i> You utilise resources and information in a responsible and accountable manner and comply with all Defence SA financial, human resources, procurement and other agency policies and procedures. You participate in Defence SA's performance review process. You maintain accurate and complete records of business activities in accordance with the <i>State Records Act, 1997</i> You implement and maintain security in line with whole-of-government and agency policies. You respect and are inclusive of Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse backgrounds. You demonstrate a commitment to supporting a culture of zero tolerance towards violence in the workplace and community | |
| QUALIFICATIONS | |
| Essential | N/A |
| Desirable | N/A |
| KEY RESPONSIBILITIES AND INDICATIVE OUTCOMES | |
| Administrative support to Veterans SA and Defence SA | <ul style="list-style-type: none"> Undertake general administrative duties including records management, printing and collating documents. Manage Veterans SA enquiries inbox in conjunction with other Veterans SA staff. Provide support to team members for key activities including but not limited to: <ul style="list-style-type: none"> Secretariat support for Veterans Advisory Council. Take Minutes for the Risk and Audit meetings. Provide logistical support for and attend events. As capacity allows, undertake administrative functions in support of the Defence SA office operations including answering telephones and reception duties. Attend regular Administration meetings. |
| Grants Programs | <ul style="list-style-type: none"> Co-ordinate and administrator Veterans SA's grant programs. Administrator of Anzac Day Commemoration Fund. Receipt of applications via SmartyGrants, collate and prepare applications for assessment panel. |
| Accounts and Invoicing | <ul style="list-style-type: none"> Process accounts/invoices received – using Basware system. Administer Veterans SA staff credit card expenses through ANZ Expense Manager System. |
| Corporate Services Support | <ul style="list-style-type: none"> Book travel for Veterans SA staff via WOG booking portal and Fleet Bookings system. |

| CAPABILITIES AND EXPECTED BEHAVIOURS | |
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| Professional and technical knowledge and experience | <ul style="list-style-type: none"> Experience in providing confidential administrative services including booking meetings and taking accurate minutes and records management. General financial experience including reconciling invoices and purchase orders, travel expenditure and preparing monthly credit card statements for payment. Experience in organising travel arrangements and accommodation. Experience in the compilation of reports, agendas, and discussion papers. Experience in providing event support. |



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| Achievement Orientation | <ul style="list-style-type: none"> • Strives for excellence in all aspects of work. • Actively works to meet deadlines. • Achieves desired results with enthusiasm and a sense of urgency. |
| Communication | <ul style="list-style-type: none"> • Communicates effectively with a wide range of people and expresses ideas clearly and coherently, both verbally and in writing • Adapts communication style to match the audience and the situation. • Demonstrates cultural sensitivity in communication. |
| Work organisation | <ul style="list-style-type: none"> • Sets priorities and allocates time and resources accordingly. • Committed to meeting own and team deadlines. • Demonstrates attention to detail. • Demonstrates resilience when faced with uncertainty or ambiguity |
| CAPABILITIES AND EXPECTED BEHAVIOURS | |
| Teamwork | <ul style="list-style-type: none"> • Develops and accomplishes shared goals by taking an active role in the team and contributing ideas, knowledge, and expertise. • Exercises tact, tolerance, and humour in team interactions to promote effective working relationships. • Supports team members to achieve goals by sharing workloads. |
| Strategic Focus | <ul style="list-style-type: none"> • Understands an organisation's strategic direction and objectives. |