

ROLE DESCRIPTION

ROLE DETAILS	
Role Title: Administration Officer – Defence Innovation Partnership	Agency: Defence SA
Classification: ASO3	Business Unit: Defence Innovation Partnership
Position No:	Location: Level 4, 151 Pirie Street, Adelaide
Type of Appointment: 12 month contract	Date:

ROLE DESCRIPTION APPROVAL	ACKNOWLEDGEMENT
Chief Executive / /	Occupant / /

ROLE CONTEXT	
Role Summary:	Responsible for providing timely, confidential and professional administrative support services primarily to the Defence Innovation Partnership team, and also contributing to administrative support for the wider Defence SA team.
Reporting/ Working Relationships:	<ul style="list-style-type: none"> • Reports to Corporate Services Coordinator. • Receives work direction from the Director, Defence Innovation Partnership, members of the Defence Innovation Partnership and the Corporate Services Coordinator. • Works closely with the Program Operations Manager, Defence Innovation Partnership
Special Conditions:	<ul style="list-style-type: none"> • Some out-of-hours work may be required to support DIP events • A current Class C (Car) Drivers' Licence is desirable

QUALIFICATIONS	
Essential	Nil
Desirable	Nil

KEY RESPONSIBILITIES AND INDICATIVE OUTCOMES	
Administrative support to the Defence Innovation Partnership Team	<ul style="list-style-type: none"> • Undertake general administrative duties including filing, printing and collating documents, utilising the Objective EDRMS system. • Arrange and acquit interstate and international travel including bookings and itineraries for travel and accommodation, arranging finance and ensuring credit card access. • Manage team purchasing including preparation of purchase orders, collating receipts and processing invoices using the Basware financial management system. • Arrange venues and catering for team meetings and special functions. • Manage the DIP enquiries inbox. • Provide support to team members for key activities such as DIP Advisory Board meetings, major events and VIP visits. • Assist with administrative duties associated with DIP's grants management process including booking consultation meetings and collating/printing grant assessment material.
Administrative support to Defence SA Pirie Street Office	<ul style="list-style-type: none"> • As required, undertake administrative functions in support of the Defence SA office operations and other Administrative Officers including answering telephones and reception duties and general office support.



	<ul style="list-style-type: none"> • Attend regular Administration meetings • Assist in the management of all inbox enquiries - Space, Enquiries, Accounts. • Provide relief support in the absence of other Administrative Officers.
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CORPORATE RESPONSIBILITIES

- 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 *Public Sector Act, 2009* and the *Code of Ethics for the South Australian Public Sector*.
- 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 *State Records Act, 1997*.
- You implement and maintain security in line with whole-of-government and agency policies.
- You respect and are inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds.
- You demonstrate a commitment to supporting a culture of zero tolerance towards violence against women in the workplace and community.

CAPABILITIES AND EXPECTED BEHAVIOURS

Professional and technical knowledge and experience	<ul style="list-style-type: none"> • Experience in providing a range of confidential administrative services including preparing and reconciling invoices and purchase orders, travel expenditure and monthly credit card statements for payment and taking accurate and concise meeting minutes. • Experience in organising travel arrangements, preparing itineraries and accommodation, coordinating arrangements for meetings, conferences and official functions. • Experience in the compilation of information for the preparation of reports, agendas and discussion papers.
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.