

ROLE DESCRIPTION

ROLE DETAILS	
Role Title: Administration Officer – Defence and Industry	Agency: Defence SA
Classification: ASO4	Business Unit: Corporate Services
Position No: M25738	Location: Level 4, 151 Pirie Street, Adelaide
Type of Appointment: Ongoing	Date: 17/9/24

ROLE DESCRIPTION APPROVAL	ACKNOWLEDGEMENT
Chief Executive / /	Occupant / /

ROLE CONTEXT	
Role Summary:	Responsible for providing a comprehensive range of timely, confidential and professional administrative support services to the Defence and Industry team in Defence SA.
Reporting/ Working Relationships:	<ul style="list-style-type: none"> Daily duties are managed by the Executive Director Defence and Industry; however is a part of the Corporate Services Administration team. Receives work direction from the Executive Director - Defence and Industry, Director Corporate Services and Corporate Services Coordinator Interacts daily with Adelaide CBD-based Defence SA staff, particularly Defence SA Leadership Team members, Defence and Industry team members and other staff
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
QUALIFICATIONS	
Essential	Nil
Desirable	Post-secondary or tertiary qualifications in business, management or related discipline

KEY RESPONSIBILITIES AND INDICATIVE OUTCOMES	
Administrative support to the Defence and Industry Team	<ul style="list-style-type: none"> Provide timely and confidential administrative services to the Executive Director - Defence and Industry and team members including planning and coordination of meetings, drafting correspondence and briefings, coordinating responses and screening incoming phone calls Reconcile all team member credit card transactions Monitoring the Defence SA Enquiries, Space Office & Accounts inboxes and responding to or forwarding emails to be appropriately actioned Arrange and acquit interstate and international travel including bookings and itineraries for travel and accommodation Arrange venues and catering for meetings and special functions Support urgent and time-critical planning for trade missions

Administrative support to Defence SA Pirie Street Office	Undertake a broad range of administrative functions in support of the 151 Pirie St office operations including; <ul style="list-style-type: none"> • Assist with the provision of front counter reception duties, greeting guests & setting up meeting rooms. • Participate in the DSA office open and close procedures • Assist with the induction and termination of staff including set-up or cancellation of IT requirements such as computers, land-line phones and mobile phones • Act as the office point or reference for IT and technology issues • Process Invoices and Purchase Orders • Provide executive support services in the absence of the Chief Executive's Executive Coordinator
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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 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