

**ROLE DESCRIPTION**

ROLE DETAILS	
Role Title: Corporate Services Coordinator	Agency: Defence SA
Classification: ASO6	Business Unit: Corporate Services
Position No: P38947	Location: Level 4, 151 Pirie Street, Adelaide
Reports to: Director Corporate Services	No. of Direct Reports: Nil
Type of Appointment: Ongoing	Date: 30 June 2025

ROLE DESCRIPTION APPROVAL	ACKNOWLEDGEMENT
Chief Executive / /	Occupant / /

ROLE CONTEXT	
Role Summary:	<p>The Corporate Services Coordinator works closely with the Director, Corporate Services, and is responsible for delivering a broad range of administrative support services to Defence SA. Key responsibilities include:</p> <ul style="list-style-type: none"> > <i>Procurement and Contract Management</i>: Support the agency's procurement activities and contract management processes, including reporting requirements on the State Government's contract management system. > <i>Administrative Operations</i>: Coordinate key administrative functions such as travel arrangements, Freedom of Information (FOI) requests, invoice processing, and credit card administration. Oversee Work Health & Safety (WHS) compliance and manage the agency's ICT assets. > <i>Human Resources Operations</i>: Ensure compliance with internal policies and procedures. Support recruitment processes, onboarding of new staff, and provide general assistance with human resource activities. > <i>Facilities Management</i>: Manage Defence SA offices and other facilities under the agency's responsibility.
Reporting/ Working Relationships:	<ul style="list-style-type: none"> The Corporate Services Coordinator reports to the Director Corporate Services, anticipating requirements and exercising judgment and attention to detail in relation to the administrative office requirements. The incumbent will need to engender and facilitate cooperative working relationships across all staff within the agency.
Special Conditions:	<ul style="list-style-type: none"> Limited out-of-hours work may be required. A current Class C (Car) Drivers' Licence is desirable. A flexible approach to taking annual leave is required. Will be required to participate in the agency's performance review processes.

Experience / Knowledge/Skills	<ul style="list-style-type: none">• Ability to manage multiple different functions in a role.• Contract management experience, or highly proficient with Excel and an electronic data records management system.
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QUALIFICATIONS

Essential	Appropriate tertiary qualifications in administration, business operations, or a similar discipline (or equivalent workplace experience)
Desirable	Certifications in procurement, WHS or contract management.

KEY RESPONSIBILITIES AND INDICATIVE OUTCOMES

<i>Corporate Services & Administration</i>	<ul style="list-style-type: none">• Prepare and maintain agency policies and procedures, ensuring compliance with legislative and government requirements.• Support recruitment, onboarding (including the development of an induction program), and assist with other human resources processes.• Manage administrative functions including travel, FOI responses, invoice processing, and credit card reconciliation.• Maintain registers, databases, and ensure accurate document preparation and distribution.• Manage the agency's Record Disposal Schedule (RDS) and ensure compliance with records management requirements.• Manage the agency's ICT assets.
<i>Facilities Management</i>	<ul style="list-style-type: none">• Oversee the management of Defence SA office facilities and leased spaces.
<i>Work Health and Safety & Compliance</i>	<ul style="list-style-type: none">• Provide timely and effective WHS support to agency staff and support the maintenance of a safe working environment.
<i>Procurement and Contract Management</i>	<ul style="list-style-type: none">• Support procurement processes, including contract development and management.• Maintain the agency's contract register and coordinate reporting through the State Government's contract management system.
<i>Contribute to the achievement of the agency and team goals.</i>	<ul style="list-style-type: none">• Contribute to team and agency performance goals and continuous improvement initiatives.

CAPABILITIES AND EXPECTED BEHAVIOURS

Professional and technical knowledge and experience	<ul style="list-style-type: none">• Proven well developed ability to work under limited direction, either independently or in a team environment and effectively manage high volumes of work, determine priorities to meet deadlines and show initiative in developing new work practices or taking on new tasks.• Proven ability to cope with pressure and manage competing priorities.• Acquire knowledge and learn relevant new skills in short time frames.• Proven sound ability to research, access and analyse data and information and report and present findings in a clear and concise manner.• Demonstrated keyboard skills and exceptional proficiency in the use of personal computers, including word processing, spreadsheet and presentation software such as the Microsoft Office Suite.• Demonstrated history of meeting deadlines and producing quality work.
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	<ul style="list-style-type: none"> • Proven ability to maintain strict confidentiality and to use diplomacy, discretion and tact. • Proven ability to communicate clearly, concisely and effectively, both verbally and in writing, with a wide range of stakeholders, including establishing and maintaining networks. • Proven experience in the compilation of information from across an agency for the preparation of reports, agendas, and discussion papers. • Experience in the use of Objective or similar electronic records management system. • Assist with assigned security activities, as required, in accordance with established procedures. • Knowledge and commitment to the principles and practices of Work Health and Safety (WHS) and ability to show leadership and implement WHS practices and programs.
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"> • Highly developed written communication skills that enable effective and appropriate communication with a variety of audiences. • Demonstrated ability to understand and communicate complex information in a clear and concise manner, both verbally and in writing. • Adaptive communication style to match the audience and the situation. • Demonstrated ability to communicate with cultural sensitivity front of mind. • Well-developed interpersonal, communication and negotiation skills with exceptional ability to develop and maintain strong relationships with stakeholders, exercise independent judgement, delegated authority and apply sound problem solving and decision-making skills.
Work organisation	<ul style="list-style-type: none"> • Demonstrated ability to set priorities and allocate time and resources accordingly to meet own and team deadlines. • Exceptional attention to detail. • Demonstrated ability to be resilient when faced with uncertainty or ambiguity. • Demonstrated ability to work independently under very broad direction to develop and implement innovative solutions to complex issues, identify performance outcomes, plan activities, set priorities and adapt to changes within a fast-paced, dynamic environment. • Demonstrated ability to manage multiple, concurrent projects within deadlines.
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. • Demonstrated ability to work as a member of a team and contribute positively to a culture of team cooperation. • Exercises tact, tolerance, and humour in team interactions to promote effective working relationships. • Supports team members to achieve goals by sharing workloads.

CORPORATE RESPONSIBILITIES
<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 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.