



## ROLE DESCRIPTION

ROLE DETAILS	
Role Title: Administration Officer	Agency: Defence SA
Classification: ASO3	Business Unit: Corporate Services
Position No:	Location: Level 4, 151 Pirie Street, Adelaide
Type of Appointment: Ongoing	Date:

ROLE DESCRIPTION APPROVAL	ACKNOWLEDGEMENT
Chief Executive / /	Occupant / /

ROLE CONTEXT	
Role Summary:	Responsible for providing timely, confidential and professional administrative support services within the Defence SA team.
Reporting/ Working Relationships:	<ul style="list-style-type: none"><li>• Reports to Director Corporate Services.</li><li>• Works closely with all members of Defence SA to provide administrative support.</li></ul>
Special Conditions:	<ul style="list-style-type: none"><li>• Limited out-of-hours work may be required.</li></ul>

QUALIFICATIONS	
Essential	Nil
Desirable	Qualification in Business Administration or other relevant tertiary qualification.

KEY RESPONSIBILITIES AND INDICATIVE OUTCOMES	
Administrative support to the Defence SA Team	<ul style="list-style-type: none"><li>• Undertake general administrative duties including filing, printing and collating documents, utilising the agency's electronic records management system (Objective).</li><li>• Arrange and acquit interstate and international travel including bookings and itineraries for travel and accommodation, arranging finance and ensuring credit card access.</li><li>• Manage team purchasing including preparation of purchase orders, collating receipts and processing invoices using the Basware financial management system.</li><li>• Arrange venues and catering for team meetings and special functions.</li><li>• Support office opening and closing procedures.</li><li>• Provide support to team members for key activities such as the Defence South Australia Advisory Board meetings, major events and VIP visits.</li><li>• 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.</li><li>• Assist in the management of all inbox enquiries - Space, Enquiries, Accounts.</li><li>• Provide relief support in the absence of other Administrative Officers.</li></ul>

CAPABILITIES AND EXPECTED BEHAVIOURS	
Professional and technical knowledge and experience	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Experience in organising travel arrangements, preparing itineraries and accommodation, coordinating arrangements for meetings, conferences and official functions.</li> <li>• Experience in the use of Microsoft Office suite products, particularly Outlook, Word and Excel, and other relevant administrative systems with the ability to adapt to changing technologies.</li> <li>• Experience in the compilation of information for the preparation of reports, agendas and discussion papers.</li> <li>• Proven ability to maintain strict confidentiality and to use diplomacy, discretion and tact.</li> <li>• Ability to work effectively under general direction, either individually or as a member of a team and to achieve high standards of work performance, and acquire knowledge and learn relevant new skills in short time frames.</li> </ul>
Achievement Orientation	<ul style="list-style-type: none"> <li>• Strives for excellence in all aspects of work.</li> <li>• Actively works to meet deadlines.</li> <li>• Achieves desired results with enthusiasm and a sense of urgency</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Communicates effectively with a wide range of people and expresses ideas clearly and coherently, both verbally and in writing.</li> <li>• Adapts communication style to match the audience and the situation.</li> <li>• Demonstrates cultural sensitivity in communication.</li> </ul>
Work organisation	<ul style="list-style-type: none"> <li>• Sets priorities and allocates time and resources accordingly.</li> <li>• Committed to meeting own and team deadlines.</li> <li>• Demonstrates attention to detail.</li> <li>• Demonstrates resilience when faced with uncertainty or ambiguity.</li> </ul>
CAPABILITIES AND EXPECTED BEHAVIOURS	
Teamwork	<ul style="list-style-type: none"> <li>• Develops and accomplishes shared goals by taking an active role in the team and contributing ideas, knowledge and expertise.</li> <li>• Exercises tact, tolerance, and humour in team interactions to promote effective working relationships.</li> <li>• Supports team members to achieve goals by sharing workloads.</li> </ul>

CORPORATE RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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>.</li> <li>• 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.</li> <li>• You participate in Defence SA's performance review process.</li> <li>• You maintain accurate and complete records of business activities in accordance with the <i>State Records Act, 1997</i>.</li> <li>• You implement and maintain security in line with whole-of-government and agency policies.</li> <li>• You respect and are inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds.</li> <li>• You demonstrate a commitment to supporting a culture of zero tolerance towards violence against women in the workplace and community.</li> </ul>