

Administration Officer

STATEMENT OF DUTIES

AUGUST 2023

Number	516148
Portfolio	Development and Support
Branch	People Capability and Development
Section/Unit/School	N/A
Supervisor	Manager, Workforce Development
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 3
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	South

Primary Purpose

Provide high level clerical and administrative support and event coordination, including maintaining and updating information systems and providing support for Workforce Development and Professional Learning Institute (PLI) Programs. Assist with enrolments and co-ordinating day to day operations to ensure the effective delivery of programs state-wide.

Contribute to the efficient operation of Workforce Development, People Capability and Development including the provision of high-level client service for PLI operations.

Level of Responsibility/Direction and Supervision

The occupant is responsible for providing effective clerical and administrative support to the team and for the efficient day to day operations of the Workforce Development at the PLI facility and the facilitation of effective information flow within and across teams.

The occupant will work closely with and receive direction from the Manager, Workforce Development. The occupant is expected to be pro-active, exercise judgement, use initiative and work with minimal supervision.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Establish, operate and maintain accurate information systems, records and document management and workflow processes to ensure the effective flow of information and data.
2. Complete a range of diverse administrative tasks including computer-based tasks, managing responses via the central email box, financial transactions, venue bookings, ordering of office supplies, filing, and drafting of correspondence.
3. Organise and coordinate on-site and off-site event bookings related to training and professional learning programs.
4. Coordinate the day-to-day operational management of the facility, including visitor reception, room set up, maintaining supplies, and organising catering related to on-site and off-site events.
5. Undertake and assist with specific projects and initiatives, including research together with arranging background papers, initiation and preparation of program materials and minute taking during meetings as required.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated high-level administrative and clerical skills including excellent client service, database management and word processing skills, together with the ability to produce work of high quality and accuracy.
2. Demonstrated planning and organisational skills, with the ability to work with flexibility, exercise initiative, independent judgement and discretion in order to complete complex and diverse tasks and the ability to maintain a high level of confidentiality.
3. Well developed interpersonal skills including communication, negotiation and conflict resolution with capacity to handle sensitive situations with diplomacy, coupled with the ability to work within and across teams.
4. Proven personal skills of initiative, self-motivation, including the ability to work effectively under pressure, prioritise and manage varying workloads with minimal supervision.
5. Demonstrated ability to effectively liaise with a wide range of stakeholders and accurately convey information and advice.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Prior experience in project/event management.

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Assistant Director Strategic Recruitment and Payroll
Operations – August 2023
Request: 7012678

Date Duties and Selection Criteria Last Reviewed: 08/23 VRH
