

Send your application to:-

ceo@atla.com.au

by Friday 8/3/2019

## Role Statement

Department of Planning, Transport and Infrastructure

TITLE OF POSITION: BUSINESS SUPPORT OFFICER – LEIGH CREEK

CLASSIFICATION LEVEL: ASO-2

### Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

### Division

The Planning and Land Use Services Division comprises five directorates: Development and Policy Assessment, Planning reform, Architecture and Built Environment, Surveyor General Land Boundaries and the Office of Local Government.

The Office of Local Government is responsible for supporting the Minister for Transport, Infrastructure and Local Government, administering local government legislation, supporting the Outback Communities Authority and planning for and providing municipal services on Aboriginal lands.

The Outback Communities Authority (OCA) has responsibility for the management and local governance of the unincorporated areas of South Australia. The region encompasses 63% of the State of South Australia and is home to approximately 4,500 people who reside in a number of small townships and numerous smaller settlements including pastoral, farming and tourism enterprises.

### Role Overview

Employees of the Office for the Outback Communities Authority (OCA) are assigned to support the OCA Board achieve the objectives and undertake the functions of the *Outback Communities (Administration and Management) Act 2009*.

The Business Support Officer – Leigh Creek contributes to the Corporate Services team of the Office for the OCA and should possess strong interpersonal communication skills, both written and verbal, excellent organisational skills and will provide administration and financial support

Directorate: Office of Local Government

Position Number:

ANZCO Code:

Location: #ASO2 11041806



Government of South Australia

Department of Planning,  
Transport and Infrastructure

to the Office of the OCA specifically focussed on Leigh Creek services to ensure compliance with internal and external controls.

A high level of administration support which includes management of municipal facilities for community use located within the township of Leigh Creek along with support for OCA events and the management of records and information.

The Business Support Officer will support the accurate and timely collation and dissemination of information including the areas of Freedom of Information and dog and cat management in the outback ensuing compliance with the *Dog and Cat Management Act 1995*.

The Business Support Officer will also provide local support for the operations and management of DPTI Property Services assets in the township of Leigh Creek and surrounding areas.

## Key Outcomes of the Role

The Business Support Officer is required to undertake a wide range of activities which may include all or any of the following:

- a. Undertaking and supporting a range of functions associated with assigned discrete programs, projects, systems and/or services including supporting related processes and preparing or providing information.
- b. Ensuring work undertaken meets work quality and service delivery standards and/or compliance with regulations, codes, and specifications.
- c. Assisting with investigations, research and the preparation and presentation of reports and correspondence and undertaking desktop research where required.
- d. Maintaining the integrity and accuracy of databases and records and retrieving and archiving information where required.
- e. Liaising with internal stakeholders to support processes associated with the delivery and/or administration of assigned programs, projects, systems and/or services.
- f. Assisting with the implementation of policies, strategies, standards, guidelines and procedures to meet program or Section goals and objectives.
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

## Special Conditions and Essential Requirements

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures

The position is based in Leigh Creek and some out of hours and intrastate travel, particularly in the remote areas of South Australia, will be required

## **Qualifications / Licences**

- a. Current Australian Driver's License, experience in off road and 4wd vehicles is essential;
- b. Senior First Aid Certificate is desirable; and
- c. Experience with Microsoft Office suite of products including sound keyboard and computer literacy skills is essential.

## **Person Capabilities**

- a. Demonstrate awareness and respect for Aboriginal and Torres Strait Islander people's cultural values and social issues that may impact on their ability to access services and programs.
- b. Demonstrates a commitment to exhibiting and inspiring their team members and workforce to actively engage in the behaviours that reflect the DPTI values including:
  - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
  - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
  - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
  - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
  - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Exhibit behaviours that model integrity, professional accountability and diversity across the department, across-government, and community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Listens and responds to customers' by adhering to DPTI's systems, processes and policies and using clear, appropriate and concise communication.
- f. Works collaboratively with staff to deliver work and to contribute to the evaluation of service performance objectives.
- g. Experience in, or ability to undertake, functions and processes associated with assigned programs, projects, systems, policies and/or services.
- h. Capacity to communicate clearly and concisely with a wide range of people including the ability to listen to stakeholders, handle sensitive or difficult issues with tact and diplomacy and maintain a high degree of confidentiality at all times.

Delegate Approval

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Name

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Signature

Date:    /    /