



Job Description Form

Administration Officer (Generic)

Youth Justice Services

POSITION DETAILS

Classification Level:	3
Award/Agreement:	PSA 1992 / PSGOGA 2017
Position Status:	Permanent
Organisation Unit:	Youth Justice Services Division, Diversion and Rehabilitation Services Directorate
Physical Location:	Various Regional Locations

REPORTING RELATIONSHIPS

Responsible to:	Manager (Generic) - Level 7
THIS POSITION:	Administration Officer (Generic) – Level 3
Direct reports:	Assistant Administration Officer (Generic) Clerical Officer (Generic)

OVERVIEW OF THE POSITION

The Youth Justice Services Division is responsible for the safety, security and rehabilitation of young people both in the community and custody. Its core objective is to reduce reoffending among young people through: programs and services for young people on orders in the community and programs and services in custody; services to divert young people away from the criminal justice system.

The Administration Officer is responsible for the provision of administration and resource management support to the Centre and for the effective co-ordination and supervision of administration services within the region. The role involves preparation of the Centre budget, in conjunction with the Manager, monitoring of expenditure and responsibility for a broad range of human, financial and physical resource functions. The position is also responsible for the monitoring of document and IT standards and the provision of some IT training and support.

JOB DESCRIPTION

As part of the team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.

ROLE SPECIFIC RESPONSIBILITIES

- Provides direction and support to achieve the outcomes of the administrative team.
- Implements and ensures compliance with organisational procedures.
- In consultation with the Manager, prepares the annual budget estimates for the Centre.
- Monitors the monthly budget expenditure and cash flows, and reports to the Manager on an ongoing basis.
- Arranges payment of all accounts and ensures that they are in accordance with purchase orders.
- Supervises and coordinates the daily work activity of administrative staff.
- Responsible for day to day supervision including performance, staff development and induction of new staff.
- Provides on the job training for all members of the team.
- Ensures that human resource, asset management, purchasing and facilities management practices within the Centre are consistent with relevant legislation and corporate policies, practices and procedures.
- Provides support to the Manager on all human resource issues including:
 - updating of Job Description Forms
 - maintenance of staff leave rosters
 - administration of advertisement, recruitment and selection processes
 - liaison with Human Resources Branch on staff issues
 - provision of human resources advice to Manager and staff
- Responsible for day-to-day purchasing, management and disposition of physical resources within legislative and corporate requirements.
- Provides IT support, trains staff and acts as IT Liaison Officer for the Centre.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

JOB RELATED REQUIREMENTS

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the reasons for decisions made within the division and be able to explain how they are related to their work, identify issues that may impact on the achievement of goals and inform supervisor, utilise knowledge of the work environment to contribute to planning activities, draw information from a variety of sources and apply common sense to analyse what information is important/relevant are all important for this role.

Achieve Results

The ability to; reschedule and reorganise work to reflect changes in priorities, demonstrate knowledge of new programs, plans or services that are relevant to the position, maintains accurate records and files; and, ensure that tasks are completed within allocated timeframes are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with senior management colleagues and clients, share information with stakeholders and seek input from others to inform team discussions, ensure that relevant/important information is shared where required, treat people with respect and courtesy and to act on constructive feedback are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, behave in a honest professional and ethical way, check and confirm the accuracy of all information prior to release, take responsibility for the completion of work and seek guidance where necessary, stay calm under pressure and not react personally to criticism, acknowledge mistakes and learn from them, meet agreed performance levels and seek and accept supervisor feedback and guidance are all important for this role. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

An ability to; structure messages clearly and succinctly orally and in writing, gain a clear understanding of others comments by actively listening and asking questions to ensure understanding – checks that own views have been understood and able to discuss issues thoughtfully without becoming aggressive are requirements for this role.

Role Specific Criteria

- Demonstrated experience in the provision of a comprehensive range of administrative and support activities in a demanding and dynamic office environment with multiple competing priorities and strict deadlines.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____