Job Description Form

Generic Administration Officer

Adult Community Corrections

# Position details

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| Classification Level: | 3 |
| Award/Agreement: | PSA 1992 / PSGOGA 2014 |
| Position Status: | Permanent |
| Organisation Unit: | Corrective Services Division, Adult Justice Services Directorate, Adult Community Corrections |
| Physical Location: | Various (Metropolitan or Regional) |

# Reporting relationships

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| Responsible to: | ACC Manager - Level 7 |
| **This position:** | **Administration Officer - Level 3** |
| Direct reports | Clerical Officers – Level 1 |

# Overview of the position

The Adult Community Corrections Directorate plays a key role in the achievement of the Department’s Strategic Platforms by providing essential services and legislative compliance. The Directorate ensures that adult offenders are provided with programs (certified by Offender Management Directorate) that improve life skills, address their offending behaviour, improve their educational and work skills, maintain family links and prepare for re-integration on their release. The Directorate ensures that each community corrections facility has the necessary resources, service specifications and legislative information to effectively manage daily operations. The Directorate will maintain a broad focus across the community corrections estate to ensure that service delivery is consistent, culturally competent and based on empirical evidence.

The Administrative Officer is primarily responsible for the provision of administration and resource management support to the Centre/Region Manager and for the effective co-ordination and supervision of administration services within the Centre/Region. The role involves preparation of the Centre/Region budget, in conjunction with the Manager, monitoring of expenditure and responsibility for a broad range of human, financial and physical resource functions. The officer 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 ACC 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 clerical and administration team, supervising the daily work activity of clerical and administration staff, inducting new clerical staff and managing their performance.
* Implements and ensures compliance with organisational procedures.
* In consultation with the Manager, prepares the annual budget estimates for the Centre/Region, monitors the monthly budget expenditure and cash flows, arranges payment of all accounts and ensures that they are in accordance with purchase orders and reports to the Manager on an ongoing basis.
* Responsible for the site induction of new staff, training in administration practices and on the job training for all members of the administration team.
* Ensures annual updating of centre / region Emergency Management Plans, Business Continuity Plans and Local Duress Response plans.
* Ensures that human resource, asset management, purchasing and facilities management practices within the Centre/Region are consistent with relevant legislation and corporate policies, practices and procedures.
* Provides support to the Manager on all human resource issues including: maintenance of 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.
* In consultation with the Manager ensures annual updating of centre / region Emergency Management Plans, Business Continuity Plans and Local Duress Response plans.
* Responsible for day-to-day purchasing, management and disposition of physical resources within legislative and corporate requirements.
* Researches and prepares correspondence on behalf of the manager
* Provides IT support, trains staff and acts as IT Liaison Officer for the Centre/Region
* 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

* Knowledge of financial and accounting principles.
* Knowledge of human resources and personnel practices.

# 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.

## Assistant Commissioner ACC

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| Signature: |  | | Date: |  |
| HR certification date: | |  | |