

## Administration Officer

STATEMENT OF DUTIES		FEBRUARY 2014
<b>Number</b>	Generic	
<b>Portfolio</b>	Children and Young People	
<b>Branch</b>	Specified Learning Services	
<b>Section</b>	Specified School or College	
<b>Sub-Section/Unit/School</b>	Administration	
<b>Supervisor</b>	School Business Manager / Administrative Manager	
<b>Award/Agreement</b>	Tasmanian State Service Award	
<b>Classification</b>	General Stream Band 3	
<b>Employment Conditions</b>	Permanent or fixed-term, full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.	
<b>Location</b>	Specified School or College	
<b>Check Type</b>	N/A	
<b>Check Frequency</b>	N/A	

### Primary Purpose

Assist the Supervisor in the management of the office, controlling and co-ordinating work, data and information flow. Provide general instruction, guidance and supervision for assigned office staff. Provide advice and general administrative support to the Supervisor and staff and students.

### Level of Responsibility/Direction and Supervision

The occupant is responsible for the effective and efficient co-ordination and completion of assigned tasks and maintenance of quality service standards and outcomes. Responsible for the instruction and supervision of assigned non-teaching staff. The occupant has a lead role in the office team and provision of general administrative support and advice.

Tasks are undertaken according to established guidelines, systems and processes with some interpretation required to achieve specified outcomes. The occupant is expected to exercise independent judgement, creativity and initiative with general instruction provided by the Supervisor.

The occupant has input into the determination of administrative priorities and may assist in practice and standard evaluation and the development of operational options and solutions. The occupant is required to understand and apply contemporary departmental administrative standards and is expected to keep up to date with developments and change in this area.

The Department has a range of delegations in operational areas including Finance, Human Resources 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 any specified limitations.

## Primary Duties

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1. Assist in the provision of supervision, instruction, guidance and feedback to assigned staff, promoting teamwork and understanding of assigned administrative processes and responsibilities.
2. Co-ordinate the daily workflow of the office ensuring the effective flow of information and data, assisting with reporting and records management as required.
3. Provide general administrative support to staff and students including the provision of accurate information and advice regarding general administrative matters. Undertake research and investigation into queries and issues as required.
4. Liaise and consult with a wide range of stakeholders including staff, parents and students, government and non-government organisations, departmental Learning Services, school/college and community associations, bodies and representatives and assist in the provision of a responsive information and advice service.
5. Assist in the management of resources in line with established guidelines, systems and processes including the provision of inventory control and procurement services, maintaining relevant registers and records and organising minor works, maintenance and repairs as directed.
6. Support the School Business Manager/Administrative Manager in the management of school/college accounts including the operation of related systems and physical handling of cash and cheques ensuring the security of funds in line with departmental policy and procedure.
7. 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.

## Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the performance of the duties; and

- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

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 knowledge and experience in contemporary administrative operational practices to undertake a range of general administrative support tasks.
2. Demonstrated administrative and clerical skills including supervisory skills to instruct and guide less experienced staff as required.
3. Well-developed interpersonal, verbal and written communication skills to effectively liaise with a wide range of stakeholders and effectively convey information and advice.
4. Demonstrated capacity for initiative, creativity, self-motivation and flexibility and the ability to encourage and foster the development of a positive team environment.
5. Proven ability to exercise independent judgement with, planning and time management skills to achieve specified outcomes in an environment subject to changing conditions and workload.
6. Proven experience in the operation of contemporary information management systems and programs.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times by the occupant who is assigned these duties. The status of these essential requirements may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Department if their circumstances change. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

### Essential

- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
  - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

### Desirable

- Nil

# Working within the Department for Education, Children and Young People

The Department is responsible for the following areas within Tasmania

- Tasmanian Government Schools
- Child Safety
- Youth Justice
- Out of Home Care
- Libraries Tasmania
- Child and Family Learning Centres.

This is a department built entirely for children and 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.

We work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

However, we are a new Department – established in October 2022 – and we are still working together to build our Strategy and our culture and values. This work will be continuing into 2023, and we want all staff to be involved in this.

## Values, Behaviours and Workplace Diversity

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.

## State Service Principles and Code of Conduct

Employment in the State Service 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](#)

## Work Health and Safety

The Department is committed to high standards of performance in respect of work health and safety. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

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

## Information & Records Management and Confidentiality

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

## Delegations

This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position.

The Department has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Fraud and Corruption Control Policy and reporting procedures.

## Fraud Management

The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's Fraud and Corruption Control Policy and Procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager or to the Manager Internal Audit.

We are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

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**Category/funding/restrictions:** Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

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### **HR Office use only:**

**APPROVED BY HRM DELEGATE:** I03974 - Deputy Secretary Corporate Services/960249 – Director Human Resource Management –

Instrument to Vary Establishment:

Date Duties and Selection Criteria Last Reviewed:

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