

# Role Statement



TITLE OF POSITION: Trainee – Administrative Officer  
CLASSIFICATION LEVEL: TRA

## 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, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

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

People and Business Division comprises four Directorates: Investment Services, Information Services, Customer experience and People and Performance. This role is part of Performance Support Services section of People and Performance.

## Role Overview

The Trainee-Administrative Officer is accountable to a more senior officer for:

- The completion of standardised administrative and/or financial work routines progressively involving the use of written, numeric and clerical skills, written and verbal communication, equipment (keyboard) skills and other work skills appropriate to the level which results in a contribution to the Department of Planning, Transport and Infrastructure meeting its objectives.

## Key Outcomes of the Role

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

- a. Providing support to staff that contributes to the delivery of Section programs, projects, systems and/or services including assisting with the provision of information.
- b. Adhering to work quality and service delivery standards and/or regulations, codes, and specifications and participating in regular learning and development opportunities.

Directorate:  
Position Number:  
ANZCO Code:  
Location: #9906673



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

- c. Providing meeting organisation services where requested including booking, setting up and cleaning function rooms, ordering catering, collating papers and documents and greeting guests.
- d. Undertaking word processing, entering accurate and timely data entry into information systems and sorting, filing and disseminating records and/or mail where required.
- e. Liaising with internal stakeholders to support processes associated with the delivery and/or administration of Section 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

The Trainee – Administrative Officer position is a temporary position for a period of up to 12 months during which time the Trainee may be assigned to one or more work areas within the Department of Planning, Transport and Infrastructure.

### **Qualifications / Licences**

- The Trainee – Administrative Officer will be required to undergo training and development to a level, which satisfies the requirement for appointment to Administrative Services Officer, Level 1, in the State Public Service and will also be required to attend training to attain competency to the level of Certificate III Business.

### **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. Works closely with staff to deliver work and to contribute to the evaluation of service performance objectives.
- f. Listens and responds to customers' by adhering to DPTI's systems, processes and policies and using clear, appropriate and concise communication.
- g. Ability to work under close direction whilst undertaking functions and processes associated with programs, projects, systems, policies and/or services.
- h. Understanding of practices and procedures, instructions, regulations or other requirements associated with the span of assigned functions.

Delegate Approval

.....

Name

.....

Signature

Date:     /     /