

# Administrative Officer (ASO2)



Government  
of South Australia

Department for Infrastructure  
and Transport

## Role statement

<b>Organisational alignment</b>	Division:	Transport Strategy and Planning
	Directorate:	Transport Strategy and Network Planning
	Section:	Transport Assessment
<b>Reporting relationships</b>	Reports to:	Manager, Transport Assessment
	Direct reports:	Nil

## Role overview

The Administrative Officer plays a key role in delivering administrative support to the Transport Assessment Section within the Transport Strategy and Planning Division.

The Administrative Officer provides a range of administrative services to the Transport Assessment Section to ensure compliance with legislative requirements. Core duties include processing applications, data entry and preparation of reports and documentation relating to:

- development applications referred under the Planning Development and Infrastructure Act
- departmental interests in land under the Land & Business (Sale & Conveyancing) Act
- road opening and closing proposals
- proposals referred to the Department under other legislation
- surplus government property enquiries.

More broadly, the role contributes to divisional initiatives and strategies that enhance the efficiency and effectiveness of the State's transport network.

The administrative officer also undertakes functions that support the overall operations of the Transport Strategy and Network Planning Directorate, including filing, photocopying, maintaining accurate records and databases, proof reading and preparing routine correspondence, reports and documentation in line with departmental protocols.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

### Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



**Collaboration**

We work together as one team to serve our customers.



**Honesty**

We are honest, open and act with integrity.



**Excellence**

We commit to excellence in everything we do.



**Enjoyment**

We enjoy our work and recognise our success.



**Respect**

We respect, understand and value the people we serve.

## Key outcomes required of the role

- General Administrative duties including, data entry, filing, record management, preparing routine correspondence and reports.
- Provide a customer service for Transport Assessment enquiries in a professional manner.
- Ensure compliance adherence to legislation, policies and accurate data processes.
- Collaborating effectively, managing priorities, and supporting a positive team culture.
- Assist with investigations, preparing reports with recommendations, maintaining records and systems based on legislative requirements.
- Assist with investigations, preparing reports with recommendations, maintaining records and systems based on legislative requirements including:
  - The Highways Act
  - Metropolitan Adelaide Road Widening Plan Act
  - Planning, Development & Infrastructure Act
  - Land & Business (Sale & Conveyancing) Act
  - Roads (Opening and Closing) Act
- Ensure the standard and timeliness of work quality, service delivery and compliance with regulations, codes, and specifications meets departmental requirements.
- Assist with the development and implementation of relevant policies, procedures and guidelines and processes.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, 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.

## Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.

## Educational qualifications / licenses

- Nil.

## Technical capabilities

- Proficient in the use of the Microsoft Office suite.
- Experience in electronic records management systems and processes.
- Well-developed written communication skills.

## Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

### Stream 1: Team member

Stream 1 roles would typically consist of individual contributors and team members (indicative classifications include ASO1-3, GSE2, PO1, OPS1-3, TGO0-1, TRA, CMW3-7, M8-11, WBT3-6).

## Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Works collaboratively with teams and stakeholders to deliver comprehensive administrative services and functions.
- Ability to work under general direction, exercising knowledge and relevant skills and use initiative and good judgement.
- Excellent organisational and time management skills with the ability to prioritise and coordinate workload to meet critical deadlines.
- Proficient in the use of software, including databases and records management systems.
- Proven ability 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.
- Ability to work under general direction, independently or as part of a team, plan and organise activities, set priorities, use initiative and judgement in the interpretation of policies and procedures and achieve objectives within deadlines.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

## Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Transport Strategy and Network Planning

<b>People, Culture and Capability Use Only</b>	KNet ID: 24163735	ANZSCO code: 5311	Position number: P03251
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