

ROLE DESCRIPTION

ROLE TITLE: Office Manager
CLASSIFICATION: AS04
ROLE NUMBER: TBA

AGENCY: [Department of the Premier and Cabinet](#)
DIVISION: Policy, Data and Intergovernmental Relations
BUSINESS UNIT: Office for Autism

REPORTS TO: Director, Office for Autism

ROLES REPORTING TO THIS ROLE: Nil

BUDGET: Nil

ROLE PURPOSE:

The Office Manager is responsible for supporting the operations and business continuity for the Office for Autism and enabling the objectives of the Office for Autism through administrative management and project work to create a fairer and more inclusive and knowledgeable society for autistic and autism communities.

KEY OUTCOMES OF ROLE:

1. Provide efficient and effective support to the Office for Autism through management of unit operations such as records management, information technology, human resources, financial management, procurement, and work health and safety requirements in a confidential manner.
2. Support the development and management of collaborations and key stakeholder networks across Government, non-Government organisations, and the autistic and autism communities by creating and maintaining stakeholder registers to inform referrals.
3. Support the provision of high-level communications and correspondence by establishing and maintaining processes and procedures, that embed autism and disability awareness and cultural sensitivity.
4. Provide effective management of administrative functions for the Office for Autism by organising meetings, arranging travel and other logistic coordination for senior managers.
5. Provide high level executive support services to the Director, Office for Autism as required.
6. Coordinate, manage and prepare draft routine correspondence including letters, briefings and confidential documents including agendas and minutes.
7. Maintain accurate records in accordance with agency policy, procedures and guidelines and contribute to the creation and improvement of administrative practices, system and procedures to optimise efficiency and support the achievement of quality outcomes.
8. Provide project support, when required.

KEY RELATIONSHIPS / INTERACTIONS:

- Director, Office for Autism
- Principal Community Engagement Officer, Office for Autism
- Senior Project Officer, Office for Autism
- Staff across the Department of the Premier and Cabinet and other government agencies
- Autistic and autism communities and the broader community
- Key stakeholders

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires:
 - ☒ National Police Check (required for all roles)
 - ☒ Working with Children Check
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- Some out of hours work may be required.
- The DPC promotes flexible ways of working including part-time and job share. Applicants are encouraged to discuss the flexible working arrangements for this role.

KEY SELECTION CRITERIA:

- Proven experience in handling enquiries under a variety of conditions in a helpful, responsive, respectful and positive manner
- Experience in providing a wide range of professional and efficient administrative services, including high level professional executive support.
- A sound knowledge of government policies, processes and the ability to apply good judgement and autonomy in the discharge of duties
- High level interpersonal skills and proven ability to communicate with diverse cohorts who may have support needs
- Strong written and verbal communication skills, particularly in the preparation of different types of correspondence including briefings and minutes including the ability to explain concepts and provide information in accessible, clear ways.
- Proven ability to work effectively under limited direction, either independently or in a team environment, and manage a number of tasks simultaneously, determine priorities, plan and organise workloads and meet deadlines with a high level of accuracy and attention to detail in a fast-paced environment.
- Demonstrated ability to use a full range of Information Technology and record management systems at a high level, including the MS Suite (Word, Outlook, Excel, PowerPoint, SharePoint) Objective, HR systems and electronic procurement solutions (e.g. Basware).
- Ability to understand, adapt and learn in a dynamic environment where there are neurotypical and neurodivergent individuals.
- Ability to contribute to projects of complexity with demonstrated skills in effective planning, scheduling, coordinating and monitoring of projects.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction
- Understands and supports organisational goals and business objectives
- Responds in a positive and flexible manner to change and uncertainty
- Identifies, defines and solves problems that may impact on own work objectives
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes

Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results
- Understands how work practices are governed by Public Sector legislation, regulations and policies
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes
- Applies specialist expertise of self and others to achieve business outcomes

Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards
- Promotes a strong customer service culture by understanding needs
- Assists and supports financial monitoring, procurement and contract procedures

Builds Positive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Displays Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance & seeks feedback from others. Recognises how behaviour impacts on others
- Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained