

Administration Officer, Central Rostering Team

Department for Child Protection

Nurturing happy, healthy kids so they can grow up safe and reach their full potential.

CLASSIFICATION:

ASO3

DIRECTORATE:

Out of Home Care

REPORTS TO:

Supervisor, Central Rostering Team

FTE:

1.0

ROLES REPORTING TO THIS ROLE:

Nil

ABOUT THIS ROLE:

The Administration Officer, Central Rostering Team is a role within the Department for Child Protection (DCP) and is accountable to the Supervisor, Central Rostering Team for contributing to rostering and deployment functions and undertaking tasks associated with the implementation of the rostering project program of work. The Administration Officer will contribute to the rostering of staff across the Department's residential facilities, having regard to established roster patterns, facility requirements, agreed staffing ratios and skill mix requirements, ensuring that rosters are published and communicated to staff within established timeframes. Rostering will include the allocation of staff to cover planned leave, and the allocation of staff where required to address unplanned leave. The Administration Officer will contribute to the development and implementation of system and process improvements that maximise the efficiency and timeliness of rostering practices.

YOU WILL BE ADDING VALUE BY:

1. Work proactively with facility Supervisors and Managers to fulfil roster needs in advance, ensuring that rosters are confirmed and published within agreed timeframes.
2. Work proactively with facility Supervisors and Managers to log leave bookings for Out of Home Care staff.
3. Work proactively with facility Supervisors and Managers to fill roster vacancies (long-term, medium-term and short-term rosters).
4. Work proactively to workflow overtime requests
5. Work proactively to engage with agencies to fill roster vacancies where internal staff is unavailable.
6. Work proactively to identify where mandatory staff certifications will expire which may prevent the rostering of staff.
7. Work collaboratively internal stakeholders across Out of Home Care, Human Resources, Finance and Business Support staff.
8. Contribute to the development of policies, procedures and guidelines to support the work of the Central Rostering and Deployment Team.
9. Act as first point of contact for staff and provide support and training in relation to the electronic rostering tool.
10. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with DCP policy & procedure, and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

WHO YOU WILL WORK WITH:

- Supervisor, Central Rostering and Deployment Team
- Out of Home Care staff, Supervisors and Manager
- Business Support staff
- Finance staff
- Human Resources staff
- Agency staff

QUALIFICATIONS**Essential:**

- Nil

Desirable:

- Experience in the use and support of an electronic rostering tool



YOUR CAPABILITIES:

- A working knowledge of organisation rostering, time and attendance, leave accrual, payment systems and work practices associated with rostering staff across a large and complex organisation.
- Experience working with data to identify issues, gather data, relate and compare data from different sources, and identify solutions using a logical, systematic and sequential approach.
- High level interpersonal skills and the ability to communicate succinctly and effectively both verbally and in writing to a range of stakeholders.
- Experience in managing time sensitive workloads and re-prioritise work at short notice, in-line with day-to-day operational needs of a 24/7 business
- Demonstrated experience in using initiative and judgement to take prompt action to solve problems, analyse problems and think creatively to negotiate and implement sound solutions.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment.

OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Supervisor, Central Rostering Team.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT

