

Business Coordinator

Department for Child Protection

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

CLASSIFICATION:	ASO4	DIRECTORATE:	Office of the Chief Executive
REPORTS TO:	Team Leader, Business and Executive Support	BUSINESS UNIT:	Office of the Chief Executive
ROLES REPORTING TO THIS ROLE:	Nil		

ABOUT THIS ROLE:

The Business Coordinator provides administrative management and support to staff within the Office of the Chief Executive. The work is highly important and meaningful and includes a range of administrative functions and activities within the unit that contributes to meeting the department's policies and procedures, as well as operational finance management and planning and human resources functions and administrative services.

YOU WILL BE ADDING VALUE BY:

1. Take responsibility, under broad direction from the Team Leader, Business and Executive Support for a range of administrative functions across the directorate.
2. Apply judgement and theoretical knowledge in relation to the provision of advice relating to financial and human resources matters.
3. Prepare and review budget and expenditure reports in consultation with the Team Leader, Business and Executive Support including reporting on expenditure forecasts.
4. Prepare and review budget variations and journal transactions and review financial reporting systems and procedures.
5. Process invoices, purchase orders, reimbursements and purchase card transactions in a timely and accurate manner.
6. Contribute to the development, management and implementation of projects to achieve quality outcomes.
7. Establish and maintain effective working linkages with the relevant central HR units on policy and procedural matters.
8. Coordinate travel arrangements including approvals, booking and payments.
9. Provide guidance and support to administrative and customer service staff, and executive assistants.
10. Human resources responsibilities including providing advice, overseeing the preparation of employment contracts, preparing and reviewing workforce audit and data reports. This includes overseeing the reconciliation of timesheets, reporting on flexi time hours and bona fides reports.
11. Undertake reviews of existing work practices, systems and procedures in pursuit of best practice opportunities, and recommend appropriate actions and strategies to improve the overall efficiency of the office.
12. Prepare memos, letters and briefings, and assist with research, collation and editing of material for relevant reports including preparing draft responses to routine correspondence.
13. Establish and maintain an effective correspondence systems and procedures.
14. Undertaking any other duties and responsibilities as considered reasonable.

WHO YOU WILL WORK WITH:

- Team Leader, Business and Executive Support (direct line manager)
- Office of the Chief Executive Staff
- Management and staff across DCP
- Other government and non-government organisations

QUALIFICATIONS:

Essential: Nil

Desirable: Nil



Government of South Australia
Department for Child Protection

YOUR CAPABILITIES:

- Ability to develop effective working relationships, provide advice and communicate effectively with management, staff at all levels and with a diverse group of people.
- Proven experience in the planning, preparation and reporting of budget allocations, with knowledge of government accounting standards, policies and practices.
- Ability to exercise initiative and judgement, handle high volumes of work, use initiative, organize priorities and meet deadlines under limited direction.
- Proven experience providing quality HR advice in line with Equal Opportunity, Occupational Health and Safety, Workers Rehabilitation and Compensation legislation, Commissioners Standards and the Public Sector Act.
- Ability to manage, plan and provide quality administrative and other support services and contribute to the ongoing development of associated policies and procedures.
- 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.
- 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.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- A flexible approach to taking leave and some out of hours work may be required.

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: 16 February 2024



Government of South Australia
Department for Child Protection