

Role Statement

Undergraduate Vacation Employment Student (ASO1)

Organisational alignment

Division: People and Corporate Services

Directorate: People and Capability

Section: Workforce Management

Reporting Relationships

Reports to: Manager or Team Leader

Number of direct reports: Nil

Role overview

The Undergraduate Vacation Employment student will provide project support and advice on a range of functions which contribute to the achievement of departmental objectives. In addition, the role will work under the supervision of a Team Leader or Manager, and will work collaboratively with team members and relevant stakeholders across the Department.

Further information about the department can be found at https://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 collaboratively as one team to serve our community



Honesty

We are honest, open and act with integrity



Excellence

We are committed to excellence in everything we do



Enjoyment

We enjoy our work and recognise our success



Respect

We respect, understand and value ourselves and every person in our business

Key outcomes required of the role

- Contribute to the delivery of section programs, projects, systems and/or services by providing support to employees; including assisting with the provision of information.
- Undertake word processing, entering timely and accurate data into information systems and sorting, filing and distributing records where relevant.
- Liaise with internal stakeholders to support processes associated with the delivery and/or administration of programs, projects, systems and/or services.
- Assist with the implementation of policies, strategies, standards, guidelines and procedures to meet program or section goals.
- Contribute to a high standard of customer service for internal and external clients and quality management and risk.
- Maintain work quality and service delivery standards and/or regulations, codes and specifications.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with the department's 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

- Some roles may be classified as a position of trust and will be subjected to a satisfactory criminal history record check in line with departmental policies and procedures;

Educational qualifications / licenses

- Must be currently undertaking or completing undergraduate studies.

Technical capabilities

The following are the technical capabilities required for the role:

- Nil.

Person Capabilities

The [Department's 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.

- This role is classified as Stream 1 within the department's Capability Framework. Refer to Page 4 for the detailed capabilities required for this stream.

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the Person Capabilities (refer to Page 4) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the Role Overview and Key Outcomes.

- Ability to communicate clearly and concisely both verbally and in writing with a variety of audiences.
- Ability to work within a team environment to deliver work and to contribute to the evaluation of service performance goals.
- Ability to think creatively and contribute to the identification of ways to continuously improve work processes.
- Sound understanding, or ability to apply, theory to practice while undertaking assigned duties and functions.
- 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

Title



Team Member

Roles in this stream 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).



<p>Commits to the role of public service Acts professionally, displaying the department's values and public-sector values and ethics.</p> <p>Contributes to a positive culture of safety Shows genuine care for the safety and wellbeing of self, others and the communities we serve. Follows all departmental Work, Health and Safety procedures, contributes to safety meetings and works with others to achieve a zero-harm environment.</p> <p>Shows cultural respect. Values diversity and inclusion Shows respect for diverse backgrounds, experiences and perspectives. Values diversity of thought. Demonstrates awareness and respect for Aboriginal and Torres Strait Islander peoples' culture and values.</p> <p>Embraces change Shows resilience and courage. Anticipates, adapts and responds to change. Projects enthusiasm and recovers from setbacks.</p>	<p>Communicates effectively Actively listens to others, responds in a respectful and timely way. Has open and honest conversations. Communicates clearly in business and technical writing. Has good attention to detail.</p> <p>Works collaboratively Works collaboratively as part of one team, sharing information and ideas.</p> <p>Builds meaningful relationships Develops relationships in the business to deliver more effective outcomes.</p> <p>Influences and negotiates Seeks out different views and helps influence a desired outcome.</p> <p>Commits to delivering community and customer-focused services Demonstrates knowledge of the department's Customer Service Charter and takes responsibility for meeting the service-excellence principles. Provides a responsive and helpful service to internal and external customers and the communities we serve.</p>	<p>Accountable for delivering results Is accountable, takes ownership and pride in their work. Plans and meets deadlines, persists through difficulties and aims to achieve high-quality results. Manages multiple priorities, making choices about time allocation to deliver goals. Knows when to ask for help or escalate issues. Seeks out specialist advice and works within delegation for their role.</p> <p>Is a strategic and future thinker Helps identify and apply leading practice in their field of work.</p> <p>Commits to continuous improvement and innovation Helps identify ways to continuously improve work processes.</p> <p>Evidence-based decision maker Is an effective problem solver. Provides evidence to support decisions within their delegation.</p>	<p>Leads high-performing individuals and teams Only relevant if you have supervisory responsibilities.</p> <p>Seeks clarity and purpose Seeks to understand how their role contributes to achieving the department's and State Government strategic goals.</p> <p>Commits to developing skills and career Sets and achieves personal targets, contributes to delivering team objectives, engages in opportunities for regular feedback and shares expertise. Willing to develop and apply new skills and actively pursues learning experiences to ensure best possible performance.</p> <p>Recognises success Recognises and acknowledges high-quality work in self and others.</p>	<p>Change management Engages with and adapts to change in a positive manner.</p> <p>Financial acumen Has good numeric and financial skills. Understands and follows appropriate financial processes within their delegation.</p> <p>Technology Is familiar and confident in using the technology required for their role and willing to adapt to new technology.</p> <p>Project management Shows awareness and understanding of the department's project-management framework as relevant to their role.</p> <p>Risk and compliance Is aware of and complies with the policies and procedures required in the role. Is able to identify and advise supervisors of risks that impact the work environment.</p>
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A copy of the department's Capability Framework is available at https://dit.sa.gov.au/careers/DPTI_Capability_Framework.pdf