



**Position: SYSTEMS AND ASSET MANAGEMENT ADMINISTRATION OFFICER**

**Work Group: Business Services**

**Reports to: Manager, Finance and Procurement**

**Classification Code: 3**

**Employment status: 0.6 FTE, fixed term**

**Contract Term: 2 years from appointment**

**Approval: ..... Date:.....**

**Executive Board Aboriginal Health Council of SA Ltd.**

## JOB SPECIFICATION

### 1. Organisational overview

The Aboriginal Health Council of South Australia Limited (AHCSA) is the peak body representing Aboriginal community-controlled health services in South Australia at state and national levels.

Our primary role is to be the 'health voice' for all Aboriginal people in South Australia. We achieve this by advocating for the community and supporting workers through our Member Services with appropriate Aboriginal health programs based on a holistic perspective of health.

### 2. Summary of the broad purpose and characteristics of the position

The Systems and Asset Management Administration Officer is responsible for the management and maintenance of AHCSA's physical assets, including overseeing the function and engagement with LogicQC, our quality management system.

This role involves a range of activities to ensure that all AHCSA facilities, equipment, and vehicles are well-maintained, functional, and fit for purpose, contributing to a safe, productive, and ergonomically sound working environment. The Administration Officer provides support, information, advice, and assistance across AHCSA, playing a key role in maintaining operational efficiency.

Additionally, the position provides support for the WHS Committee, working closely with the WHS Officer to ensure staff are engaging, interpreting and updating the quality management system.

### 3. Organisational relationships and extent of authority

The Administration Officer is accountable to and reports to the General Manager, Business Services and works closely with the Business Services Directorate, particularly the IT Manager and WHS Officer.

The position works under general direction, applying well-established procedures, methods, and guidelines, and technical knowledge and skills to complete daily tasks. The position works collaboratively to provide information, support and assistance to all AHCSA staff on system and asset management matters, and works closely with the WHS Officer and Committee as well as Member Services, external stakeholders and the community.

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The Administration Officer is required to problem solve, drawing on knowledge and expertise and using initiative to proactively navigate challenges within the boundaries of the position's responsibilities. Additionally, this position offers scope for exercising discretion and judgment in certain situations.

#### 4. Special conditions

- National Police Certificate required.
- Possession of a current driver's license.

#### 5. Statement of Key Responsibilities

The Systems and Asset Management Administration Officer is responsible for:

**Quality Management System (QMS) Administration:** Overseeing the day-to-day function of AHCSA's Quality Management System, ensuring documentation is current, accessible, and operationally effective by:

- Maintaining and administering the QMS, including overseeing the currency and version control of organisational policies and procedures.
- Ensuring policies and procedures are accurately uploaded, stored, and accessible within the QMS platform.
- Monitoring review cycles and coordinating with relevant stakeholders to ensure documentation remains compliant with legislative, accreditation, and organisational requirements.
- Proactively identifying gaps or inefficiencies within the QMS and implementing improvements to enhance the system's function and integrity.
- Extracting and analysing system data to support reporting, inform decision-making, and monitor compliance and performance outcomes across the organisation.

**Building, Asset and Maintenance Management:** Managing and coordinating all building maintenance needs, ensuring timely responses, preventative care, and quality work from contractors in line with safety standards by:

- Overseeing and coordinating all maintenance requirements for the building, including air conditioning, electrical, plumbing, kitchen appliances, elevator and garden maintenance.
- Ensure the maintenance of the elevator through regular servicing and the accurate recording of all inspections, repairs, and compliance documentation.
- Responding to maintenance requests in a timely manner and proactively managing preventative maintenance schedules or WHS incidents.
- Liaising with contractors and service providers to ensure high-quality work and compliance with safety standards.
- Overseeing the maintenance and management of AHCSA's vehicle fleet, ensuring all vehicles are serviced regularly and comply with safety, operational, and legislative requirements, in conjunction with the WHS Officer.
- Maintain regular scheduled servicing and testing of fire alarm systems, smoke alarms, and defibrillators to ensure all safety equipment remains fully operational and compliant in collaboration with the WHS Officer.
- Maintain regular pest control services ensure effective prevention and management of pest activity, supporting a safe, clean, and hygienic environment
- Organising communication to staff to provide advance notice of scheduled works



- Organise skip bin hire and rubbish removal for bulk waste items such as desks and other large office materials, ensuring safe and compliant disposal.
  - Maintain staff vending machine.
- Asset and Equipment Management:** Managing inventory, assessing equipment needs, and coordinating logistics to ensure efficient and cost-effective transportation and replacement of office furniture and equipment by:
- Managing the inventory, disposal, and replacement of old equipment and office furniture.
  - Performing needs analyses and suitability assessments for furniture and equipment to ensure they meet the needs of the organisation.
  - Overseeing logistics for freight requirements, ensuring efficient and cost-effective transportation of goods.
- QMS Engagement and Capability:** Supporting staff understanding and application of the Quality Management System through targeted engagement and learning initiatives by:
- Coordinating and delivering staff training and orientation on QMS processes, policies, and procedures.
  - Developing and maintaining guidance resources to support staff in navigating and applying the QMS effectively.
  - Promoting a culture of quality and continuous improvement by supporting staff to engage confidently with QMS requirements in their day-to-day roles.
  - Working closely with the WHS Officer, General Managers, Business Services to ensure alignment across quality, safety, and compliance training and development activities.

## REQUIREMENTS OF THE POSITION

### 6. Essential Skills, Knowledge, Experience, Qualifications and/or Training

#### 6.1. Knowledge, Skills, Abilities and Behaviours

AHCSA's **Organisational Capability Framework** outlines the essential knowledge, skills, abilities, and behaviours required to succeed in each role. This framework is a critical tool for attracting, recruiting, developing, and retaining a capable, adaptable, and responsive workforce.

The framework defines core and technical capability areas. Core capabilities apply to **all positions**, and technical capabilities are specific to **particular positions** within AHCSA.

The following capabilities have been identified as vital for the effective performance of this position and will be assessed during the recruitment process. These competencies are key to ensuring success and alignment with AHCSA's goals and values.

CAPABILITY AREA	DESCRIPTORS
core capability   <b>ENABLING DELIVERY</b>	

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<p><i>Planning and Prioritising</i></p> <p>Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p>	<ul style="list-style-type: none"> <li>• Plan and coordinate allocated activities.</li> <li>• Prioritise own work activities to achieve set goals.</li> <li>• Contribute to the development of team workplans and goal setting.</li> <li>• Understand team objectives and how own work relates to achieving these.</li> <li>• Respond to changing circumstances, adjusting plans and schedules when necessary.</li> </ul>
<p><i>Accountability for Results</i></p> <p>Take responsibility for actions to achieve high-quality results through a commitment to excellence.</p>	<ul style="list-style-type: none"> <li>• Take ownership of tasks and actions, understanding their impact on outcomes.</li> <li>• Seek clarification or advice when required.</li> <li>• Take the initiative to progress own work.</li> <li>• Identify resources needed to complete allocated work.</li> <li>• Deliver high-quality work with attention to detail.</li> <li>• Follow policies and procedures to ensure consistent work.</li> </ul>
<p><b>technical capability   BUSINESS ACUMEN</b></p>	
<p><i>Asset Management</i></p> <p>Ensure equipment, vehicles, and properties are maintained and fit for purpose.</p>	<ul style="list-style-type: none"> <li>• Implement the organisation's asset management policy and evaluate its effectiveness in delivering objectives.</li> <li>• Manage and evaluate phases of the asset lifecycle.</li> <li>• Implement operational and maintenance models for assets.</li> <li>• Manage cost, risk and performance considerations resulting from assessment of the asset portfolio.</li> </ul>

**6.2. Experience**

- Experience in asset management within a health, education or training, or community service organisation, including asset planning, maintenance, asset registers, acquisition and disposal (using sustainability principles).
- Experience in Work Health and Safety activities within an ACCH organisation or similar environment, including work health and safety assessment.
- Experience in logistics planning and management.
- Experience liaising with a range of contractors and service providers and ensuring compliance with contracts.

**6.3. Educational/Vocational Qualifications**

- Nil.

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## 7. Desirable Experience, Qualifications and/or Training

### 7.1. Experience

- Experience in conducting safety audits and risk assessment and management.
- Experience in monitoring compliance with appropriate asset and work health and safety regulations and standards within an organisation.

### 7.2. Educational/Vocational Qualifications

- Certificate III in Business, Financial Services, Asset Maintenance or Work Health and Safety

## Acknowledged by Occupant

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**Print name Signature Date**

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