

APS4 Administration Officer

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Company: Comcare (Australian Government)

Location: Adelaide

Category: other-general

APS4 Administration Officer - Vacancy Details – Aurion Position : Organisation Unit :

Location : Tenure : Closing : Synopsis : An Ongoing Part-time opportunity is available for an APS4 Administration Officer in Adelaide, in the Regional Operations SA/NT Team. Overview of the team and role The Regional Operations Team is the service delivery arm of Regulatory Operations Group (ROG). Our legislation requires the entities we regulate to understand, accept and address their obligations as detailed in the Safety, Rehabilitation and Compensation Act 1988 (SRC Act), the Work Health and Safety Act 2011 (WHS Act) and the Work Health and Safety Regulations 2011. The team administers the WHS Act through a variety of prevention, assurance and enforcement activities. These activities include: workplace inspections education and awareness raising audits investigations. Prevention is the primary focus through targeted intelligence driven stakeholder engagement, education and audit programs. The range of response and intervention following a safety incident includes investigation and justice outcomes through enforcement activity. The Administration Officer supports the management of regional operations in compliance, enforcement, inspection, audit, advisory, education, stakeholder engagement and issue resolution under the WHS Act. The role builds and maintains internal and external relationships, responds to enquiries and delivers administrative support services for regionally based teams. In particular, the position provides support for the Regional Operations Director and Assistant Director(s) with allocated responsibility for a specific national campaign, portfolio, and subject matter network or programme delivery. Mandatory requirements Ability to obtain and maintain a Baseline Security

Clearance is required for this role. Australian Citizenship is required for this role. How to apply Please review the Job Information Pack below and provide a statement of claims with your responses outlining what you could bring to this position including your skills, experience and knowledge relevant to the job specific capabilities and role (maximum 2 pages). Advertisement : Job Information Pack - APS4 Administration Officer, Regional Operations SA-NT.docx

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