



POSITION DESCRIPTION

HRF001:

Date: Aug 08

Approved by:

Position Title:	Corporate Systems Coordinator
Department:	Corporate Systems
Classification / Level:	CO3 (\$41,471-\$43,673)
Reports to:	Manager, Corporate Services
Direct reports:	N/A
Significant working relationships:	Corporate Services team Management Team AFC Staff Government agencies Non government agencies
Decision Making / Purchasing Authority:	Within delegated authority limits
Special Conditions:	Some out of hours work may be required during peak business times

Information on Adelaide Festival Centre	The Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the State. The AFC welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.
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Department Overview	The corporate objectives of the Corporate Services Department are; <ul style="list-style-type: none"> ◆ Creating the best experience for all customers; ◆ Supporting and developing staff so they are skilled, creative and flexible; ◆ Realising a financial base supporting creative and community objectives. ◆ Promoting and supporting sound human resource management including performance management and development ◆ Facilitating systems improvement across the AFC ◆ Effectively managing corporate governance and risk ◆ Managing the AFC volunteer program
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Summary of Key Purpose:	To coordinate and maintain CS systems and processes and provide assistance and support and to the CS team as well as at the departmental level.
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Key Result Area / Accountabilities: (This position will:)	KPI / Measurement: (How this will be measured:)
Coordinate the implementation of CS systems and processes, including coordinating CS projects as required, to support the functions of the CS department.	Effectively implements and maintains CS systems and processes.
In consultation with key staff monitor & maintain policies and processes to address corporate business requirements.	Policies and processes are current and implemented.
Maintain data bases and provide reporting and updates where required including: <ul style="list-style-type: none"> • Risk Register • Third Party Agreements • OH&S Program key performance indicators • Accident & Incident reports • Training & development, including Training Calendar • Status of employment contracts 	Accurate records are entered and timely reports generated in-line with reporting requirements
Provide administrative & clerical support to the Manager Corporate Services and the CS team, including maintenance of filing systems, records management and agenda & minutes distribution	Administrative tasks are undertaken in a timely, accurate and professional manner. Attention to detail maintained and pro-active support provided
Coordinate AFC reporting requirements including data required by external stakeholders	Data is managed and accessed in a manner that is timely, efficient, reliable and accurate, for the purposes of reporting.
Contribute to the effective and harmonious delivery of Corporate Services.	Incumbent is acknowledged as a significant contributor to the outputs and the positive team dynamics within Corporate Services.
Comply with all AFC policies and guidelines, including participating actively in OHSW and Performance Development processes.	Performance Development Reviews demonstrate compliance with policies and guidelines.
Other duties as requested	Other duties performed effectively in a timely manner

Corporate Values:

Value:	Detail:	Measurement:
1. We believe in the arts.	1. They are essential for a vibrant and healthy community. We provide an important service to the public.	1. Demonstrated passion for the arts
2. We are a leader in the arts.	2. We are proud of the leadership role we play in the arts.	2. Contribution to the promotion and achievement of the centre
3. We value our customers.	3. They are critical to our success. We respect, listen to and work with our customers and the community.	3. Demonstrated ability to provide outstanding customer service to both internal and external customers.
4. We achieve through teamwork.	4. By working as a team within the centre and actively seeking partnerships with other companies our achievements will be strengthened.	4. Strong commitment to teamwork and positive contribution to a cohesive team environment.
5. We support and value our employees.	5. It is integral to our success that employees feel supported, valued and acknowledged.	5. Demonstrated respect and professional behavior to others.
6. We believe in growth through improvement	6. Learning about new ways to improve our work will benefit the Centre and the community.	6. Demonstrated ability to review and improve the tasks and functions undertaken.

Key Competencies:	Requirement (essential / highly desirable/ desirable)
Qualification / Education	Qualification / Education
Relevant tertiary qualification in Business or HR Management or related discipline or currently completing.	<i>Desirable</i>
Knowledge/Skills/Abilities	
High-level verbal and written communication skills.	<i>Essential</i>
Demonstrated high level attention to detail and accuracy	<i>Essential</i>
The ability to provide excellent service within the CS team and to AFC staff	<i>Essential</i>
Effective time management skills	<i>Essential</i>
Consultative and supportive approach to the development of effective team dynamics.	<i>Essential</i>
Lateral thinking and problem-solving skills with the ability to confidently apply common sense to carry out instructions furnished in written, oral or diagram form.	<i>Highly desirable</i>
Ability to identify problems and appropriately implement strategies within delegated level.	<i>Highly desirable</i>
Demonstrated ability to interpret, promote and apply relevant legislation, policies and guidelines.	<i>Highly desirable</i>
Ability to coordinate and implement processes and practices such as contracts, OHS&W requirements and records management.	<i>Highly desirable</i>
Competent in practical application of MS Office suite of software (eg Word, Excel), including Access Database.	<i>Highly desirable</i>
Demonstrated ability to monitor and report on a range of systems and indicators	<i>Highly desirable</i>
An interest or empathy for the arts	<i>Desirable</i>

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Signature of Incumbent:

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Signature of Manager:

Date:.....

Date:.....