Administration Officer Position Description

Position details

Position Title	Administration Officer
Classification	Audit Band 2
Reports to	Director, Governance
Salary	$103,613 - $124,828 plus superannuation

About the ACT Audit Office

Vision: An accountable and highly performing ACT Public Sector

Role: To provide an independent view to the ACT Legislative Assembly and community on the efficiency and effectiveness of the ACT Public Sector.

Value: Independence, Integrity, Professionalism, Respect, Learning and Innovation

The ACT Auditor-General is an independent Officer of the ACT Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promote public accountability in the public administration of the Australian Capital Territory.

The ACT Audit Office conducts independent financial and performance audits on ACT Government agencies and entities that receive ACT Government funding or resources. The results of these audits are reported to the ACT Legislative Assembly and the community.

The ACT Audit Office offers a range of flexible working conditions, including the ability to work from home, to balance staff circumstances with the needs of the Office. The Office invests in developing and supporting staff by providing them with learning and development opportunities.

The Professional Services Branch is one of three main operational areas within the ACT Audit Office. The Branch is responsible for providing a range of corporate support services across human resources, office management and administration, quality assurance and technical advice, governance, Internal audit, risk, ICT and communications. The Branch plays a critical role in supporting the overall operations of the Audit Office and works closely with the Financial Audit and Performance Audit areas to support the overall effectiveness, governance and quality of the Audit Office's work.

About the role

The **Administration Officer** is a key member of the ACT Audit Office's Professional Services Branch and supports the day-to-day operations of the Office through the delivery of administrative, records management and ICT support services.

The role is responsible for coordinating a range of administrative functions and supporting the administration of office systems, facilities, records and ICT assets. Working closely with the Director, Governance and Director, ICT and Communications, the Administration Officer contributes to governance and ICT initiatives and provides support to staff across the Audit Office.

The role involves building and maintaining strong relationships within the ACT Audit Office by providing support to the financial and performance audit teams and representing the Audit Office professionally to promote transparency and organisational credibility.

Key responsibilities of the **Administration Officer:**

- Manage day-to-day office administration activities to support business operations, including acting as the first point of contact for general administration enquiries.
- Manage office facilities and accommodation arrangements, including the coordination of building maintenance activities.
- Coordinate reviews relating to personnel documentation and ICT access controls to support organisational governance and accountability.
- Manage the administration of the Office's time recording system and provide ongoing support to staff in its use.
- Coordinate ICT assets and support staff in the use of office systems and technology.
- Assist with the administration of the Office's Electronic Document and Records Management System (Objective Nexus).
- Assist the Director, Governance with maintaining organisational policies and procedures.
- Assist the Director, Governance in maintaining the Office's compliance with records and information management requirements.
- Support the Director, ICT and Communications to deliver ICT activities and projects.

Key selection criteria

Qualifications and Experience:

- Experience in an administrative, governance or business support or a similar role.
- Experience administering or supporting an Electronic Document and Records Management System (EDRMS) is highly desirable.

Professional/Technical Skills and Knowledge:

- Demonstrated experience providing administrative support in a professional office environment, including the ability to coordinate competing tasks, manage priorities and maintain attention to detail.
- Well-developed communication and interpersonal skills, with the ability to build effective working relationships, provide responsive support and work collaboratively with a range of stakeholders.
- Demonstrated experience using business systems and technology, including the ability to learn and support the use of corporate applications, records management systems and other office technologies.
- Knowledge of, or the ability to acquire knowledge of, governance, records and information management practices, and their application within a public sector environment.

Behavioural Capabilities:

- Demonstrated initiative and sound judgement, including the ability to work independently, identify issues and contribute to continuous improvement activities.

- Demonstrated understanding and commitment to the ACT Audit Office Values and the principles of the ACT Public Sector Respect, Equity and Diversity Framework and work health and safety.

Position of Trust

ACT Audit Office employees are required to undergo employment screening.

This position is classified as a Position of Trust. To be eligible for appointment, applicants must hold, or be eligible to obtain and maintain, an Australian Government Baseline Security Clearance.

To be eligible to obtain a Baseline Security Clearance, applicants must be Australian citizens and have a checkable background. Further information on security clearance eligibility requirements is available on the Australian Government Security Vetting Agency (AGSVA) website.

Applicants who do not hold a Baseline Security Clearance at the time of appointment will be required to undergo the ACT Audit Office's internal security assessment process while their security clearance application is being considered.

Ongoing employment is conditional upon obtaining and maintaining the required Baseline Security Clearance. Failure to obtain or maintain the clearance will result in termination of employment.

Note: The conditions of employment of staff are contained in the *ACT Public Sector Management Act 1994* and related Public Sector Management Standards, except as provided for in the *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2023-2026*.

Position description, classification and selection criteria approved.



Ajay Sharma PSM
Auditor-General
27 October 2026