Role Statement

TITLE OF POSITION:  Vacation Employment Student
CLASSIFICATION LEVEL:  ASO1

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

The roles are located across multiple directorates within the Business Divisions of DPTI. Each of these divisions provides specialised functions which contribute to the delivery of DPTI's strategic objectives and offers work on interesting projects, with the support of experienced professionals, to contribute to a more sustainable future for South Australia.

Role Overview

The Vacation Employment Student will:

- provide project support and advice on a range of functions which contribute to the achievement of DPTI's objectives; and
- work under the supervision of a Team Leader or Manager, and collaboratively with Section team members and relevant stakeholders within the Section of placement.

Key Outcomes of the Role

The Vacation Employment Student is required to undertake a wide range of activities which may include all or any of the following:

a. Providing support to staff that contributes to the delivery of Section programs, projects, systems and/or services, including assisting with the provision of information.

b. Adhering to work quality and service delivery standards and/or regulations, codes, and specifications.

c. Undertaking word processing, entering timely and accurate data into information systems and sorting, filing and disseminating records where required.
d. Liaising with internal stakeholders to support processes associated with the delivery and/or administration of programs, projects, systems and/or services.

e. Assisting with the implementation of policies, strategies, standards, guidelines and procedures to meet program or Section goals and objectives.

f. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with 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.

g. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

Qualifications

a. Must be currently undertaking or completing undergraduate study in 2019.

Person Capabilities

a. Demonstrate awareness and respect for Aboriginal and Torres Strait Islander people’s cultural values and social issues that may impact on their ability to access services and programs.

b. Demonstrates a commitment to exhibiting and inspiring their team members and workforce to actively engage in the behaviours that reflect the DPTI values including:

   i. Collaboration — “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”

   ii. Honesty — “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”

   iii. Excellence — “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”

   iv. Enjoyment — “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.

   v. Respect — “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”


d. Demonstrates commitment and accountability to the implementation of the Premier’s Safety and Wellbeing Declaration and requirements of the Work Health and Safety Act 2012, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
e. Listens and responds to customers' by adhering to DPTI's systems, processes and policies and using clear, appropriate and concise communication.

f. Works closely with staff to deliver work and to contribute to the evaluation of service performance objectives.

g. Helps identify ways to continuously improve work processes.

h. Ability to work under close direction whilst undertaking functions and processes associated with programs, projects, systems, policies and/or services.

i. Sound understanding, or ability to apply, practices and procedures, instructions, regulations or other requirements associated with the span of assigned functions.

**DPTI Core Capabilities**

DPTI has identified core capabilities, skills and behaviours required for all staff to help us meet our strategic objectives. The capabilities identified for your role are outlined below:

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<th>Personal Attributes</th>
<th>Commit to the role of public service</th>
<th>Contributes to a positive culture of safety</th>
<th>Shows cultural respect. Values diversity and inclusion.</th>
<th>Embraces change</th>
<th>Communicates effectively</th>
<th>Works collaboratively</th>
<th>Builds meaningful relationships</th>
<th>Influences and negotiates</th>
<th>Commits to delivering community and customer focused services</th>
<th>Accountable for delivering results</th>
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<td>Acts professionally displaying DPTI values and Public Sector values and ethics.</td>
<td>Shows genuine care for the safety and wellbeing of self, others and the communities we serve. Follows all DPTI Work, Health and Safety procedures, contributes to safety meetings and works with others to achieve a zero harm environment.</td>
<td>Shows respect for diverse backgrounds, experiences and perspectives. Values diversity of thought.</td>
<td>Shows resilience and courage. Anticipates, adapts and responds to change. Projects enthusiasm and recovers from setbacks.</td>
<td>Actively listens to others responds in a respectful and timely way. Has open and honest conversations.</td>
<td>Communicates clearly in business and technical writing. Has good attention to detail.</td>
<td>Works collaboratively as one team, sharing information and ideas.</td>
<td>Develops relationships in the business to deliver more effective outcomes.</td>
<td>Seeks out different views and helps influence a desired outcome.</td>
<td>Demonstrates knowledge of the Department's Customer Service Charter and takes responsibility for meeting the service excellence principles.</td>
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- Knows when to ask for help or escalate issues. Seeks out specialist advice and support and works within delegation for their role.

**Is a strategic and future thinker**
- Helps identify and apply leading practice in their field of work.

**Commits to continuous improvement and innovation**
- Helps identify ways to continuously improve work processes.

**Evidence based decision maker**
- Is an effective problem solver. Provides evidence to support decisions within their delegation.

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**Seeks clarity and purpose**
- Seeks to understand how their role contributes to achieving the DPTI and State Government strategic goals.

**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.

**Recognises success**
- Recognises and acknowledges high quality work in self and others.

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**Change Management**
- Engages with and adapts to change in a positive manner.

**Financial acumen**
- Has good numeric and financial skills. Understands and follows appropriate financial processes within their delegation.

**Technology**
- Is familiar and confident in using the technology required for their role and willing to adapt to new technology.

**Project Management**
- Shows awareness and understanding of DPTI’s project management framework as relevant to their role.

**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.

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Delegate Approval

Belinda Halling  
Signature  
Date: 2019/11/9