

DEPARTMENT OF PLANNING, TRANSPORT AND INFRASTRUCTURE

ROLE STATEMENT

Database Officer

Funding Services, Industry Development and Participation
Office for Recreation and Sport

Classification Level ASO3 **ANZSCO Code** 2621

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by enabling the safe and efficient movement of people and freight across the state and facilitating development of the State's infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

Office for Recreation and Sport Division

The Office for Recreation and Sport (ORS) is the lead agency for the Government's policy on sport and active recreation. ORS supports sport and recreation organisations through the development of policy and programs, the provision of funding, recreation and sport planning, infrastructure development, elite sport pathways and the promotion of physical activity

Role Overview

- The Database Officer:
 - Reports to the Principal Funding Consultant and is responsible for providing effective and efficient development, maintenance and reporting of the Grants Management System (GMS), a Microsoft Access Database.
 - Provides effective and efficient administrative services in support of the Funding Services suite of funding programs.
 - Provides effective customer service to key internal and external stakeholders.
 - Is responsible for the ensuring grant payments are made in accordance with ORS procedures.
 - Provides support and advice to ORS staff on training for the GMS and ORS funding programs.

Key Outcomes

Provide effective and efficient development, maintenance and reporting of the GMS by:

- Ensuring system access and security protocols are maintained;
- Ensuring changes to database designs are implemented to reflect changing organisational needs/outcomes;
- Providing a secure and reliable database that captures required information and provides flexible reporting;
- Ensuring grants applications, payments and queries are processed in a timely manner.

Provide effective and efficient administrative services in support of the Funding Services suite of funding programs by:

- Ensuring the Funding Services website is updated regularly and all information is current;
- Supporting the effective administration of funding programs.

Provide effective customer service to key internal and external stakeholders by:

- Providing effective, high level customer service to key internal and external stakeholders and Funding Services customers;
- Ensuring queries are responded to and followed up in a timely manner;
- Providing accurate and appropriate information to managers and staff in relation to funding issues.

Ensure ORS staff are provided with training and tools to use the GMS effectively by:

- Providing training and assistance to other users within the workgroup

Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics and departmental human resource policies including OHS & W requirements.

Special Conditions

- Some out of hours work may be required;
- This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures.

Essential Selection Criteria

Qualifications / Licences

Nil

Person Capabilities

- Advanced skills and experience in design and use of Microsoft Access databases
- Well-developed written, reporting and verbal communication proven ability to effectively consult, negotiate, influence, build and maintain cooperative working relationships and networks with a variety of stakeholders
- Ability to manage and reconcile large sums of money, identify and analyse problems formulate and implement creative solutions, exercise judgement and make decisions
- Experience in working under pressure and broad direction, effectively planning and organising work to strict deadlines in an environment of conflicting demands and priorities
- Experience in the use of other Microsoft applications and web page design tools
- Proven commitment to the principles and practices of:
 - Equal employment opportunity, ethical conduct, diversity and OHS&W;
 - Customer service;
 - Quality management and client oriented service; and
 - Risk management.

Delegate Approval of Role Statement

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Name	Title	Signature	Date