Role Profile

Non Leader Grades 1 to 5 (indicatively)

Role Details

Job title:	P&C Team Coordinator	**Department:**	People & Culture			
Reports to:	Chief People Officer	**Function:**	People & Culture			
Job Evaluation Date:	TBC	**Position ID:**				
Classified Grade:	2 (TBC)	**Dimensions:**	**OPEX:**	N/A	**CAPEX:**	N/A

Role Purpose

The P&C Team Coordinator is accountable to the **Chief People Officer** to provide a broad range of high-quality administrative, coordination and business support services that contribute to the efficient operation of the **People & Culture Senior Leadership Team (P&C SLT)**.

The role is a key point of contact for the People & Culture team and other internal stakeholders, providing efficient, confidential and professional administrative support to the P&C SLT.

The role is responsible for coordinating administrative activities, including meeting and event logistics, travel, credit card and invoice management for the Leadership Team in accordance with SA Power Networks policies, procedures and compliance requirements.

Key Objectives

- **Meeting Logistics Coordination & Calendar Management**
  - Coordinate Leadership Team meeting scheduling, room and technology bookings, catering as required
  - Support agenda preparation, collation and distribution of papers, recording and maintenance of action registers as required
  - Coordinate incoming meeting requests regarding CPO availability
  - Coordinate and support the delivery of P&C team events as required

- **Administration Support**
  - Support travel administration for LT members within P&C, including travel bookings, itineraries, accommodation, vehicle hire, expense documentation and reconciliation in accordance with SA Power Networks requirements.
  - Coordinate office supplies, facilities, equipment and service requirements to support efficient day-to-day business operations.
  - Maintain team distribution lists, organisational charts and shared team resources.
  - Maintain governance records and shared Teams/SharePoint sites.
  - Coordinate the Keswick Car Park roster

- **Accounts administration:**
  - Undertake purchasing and accounts administration, including raising purchase orders, processing invoices, coordinating goods and services, maintaining purchasing records and supporting timely payment to suppliers.
  - Ensure accurate, timely and compliant entry, maintenance and reporting of administrative, financial, training and allowance data in relevant systems.

Key Relationships and Areas of Influence

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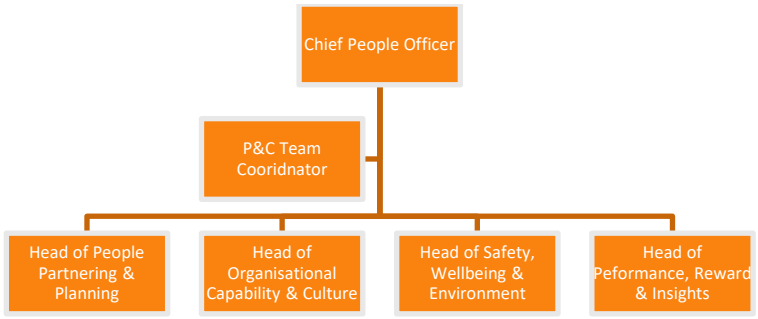

- **People & Culture Leadership Team** – proactive administrative, meeting, travel, purchasing and cost-centre support.
- **People & Culture workgroups** – first point of contact for administrative enquiries; provision of timely information and coordination support.
- **Finance, Procurement and Accounts Payable teams** – support purchasing, purchase orders, invoices, cost-centre administration and financial compliance.
- **External vendors and service providers** – coordinate bookings, travel, goods, services and supplier enquiries.
- **Internal and external stakeholders** – respond to relevant enquiries and provide professional customer service.

☒ Whole of SA Power Networks ☒ Department ☒ Branch ☒ Work Group

Role Specific Competencies (Must be role specific and not covered by the SA Power Networks Competencies overleaf.

Please also specify required level: Skills – *Basic, Routine, Competent, Advanced, Highly Developed*
Knowledge – *Elementary, General, Working, Specific, Specialised)*

Competency	Required Level
Planning, prioritisation and coordination of multiple competing activities	Competent
Senior Leadership Team administrative support	Competent
Meeting and action-register management	Competent
Purchasing, invoice processing and financial administration including credit-cards	Competent
Travel booking and expense administration	Competent
Use of MS Office Suite, SAP, LMS and relevant corporate systems	Working
Written communication, including agendas, minutes and business correspondence	Competent
Knowledge of SAPN People, Procurement and Finance processes	Competent

Essential Role Requirements (Only essential/minimum mandatory qualifications. Typical minimum years of experience for job evaluation purposes only)

- Driver's Licence
- Relevant experience in administrative support roles

Other Conditions

- May be required to travel intrastate
- May be required to work outside normal hours

Reporting Relationships

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SA Power Networks Competencies for Non Leaders Grade 1 to 5 (indicatively)

Committed to Safety and Wellbeing

- Alerts co-workers and supervisory personnel to hazardous conditions and deviations from safety procedures in a timely manner
- Applies safety and wellbeing standards and follows processes
- Identifies safety risks and takes appropriate action to rectify them

Achievement Focus

- Completes allocated tasks on time and with high quality
- Meets deadlines and follows through on commitments
- Sets own work priorities and uses tools to manage their time effectively to achieve work objectives
- Contributes to the identification and removal of barriers to achieve results

Customer Focus

- Keeps customers informed of progress and developments
- Takes personal responsibility for actioning resolution to customer problems
- Listens and asks questions to understand customer expectations and priorities
- Follows customer service standards at a task level with respect to timeframes, service levels and quality

Business Acumen

- Describes the purpose of own role and the team, what it seeks to achieve and how it relates to Department and organisation goals
- Demonstrates a broad understanding of SAPN functional structure and commercial interests
- Demonstrates an understanding of financial and non-financial factors involved in managing own work

Collaborative Approach

- Works cooperatively within teams
- Encourages others to share ideas to develop a cohesive team approach
- Is dependable, does what is asked and delivers on commitments

Develops Self and Others

- Seeks new opportunities for learning and improving skills in line with the needs of the business
- Takes responsibility for own career development

Problem Solving and Decision Making

- Applies appropriate problem solving and decision making techniques in routine situations
- Escalates decisions where required
- Considers problems and situations from different angles (e.g. impact on people, customer, costs) before making a decision and taking action
- Communicates rationale and demonstrates consistency and flexibility when applying decisions

Process and Continuous Improvement Focus

- Identifies and suggests opportunities for improved work practices within own role and understands implications for others' work
- Utilises techniques and tools for continuous improvement
- Satisfies compliance requirements relevant to own role and follows procedural guidelines
- Follows business processes relevant to own work

Change Orientation and Adaptability

- Demonstrates a positive attitude towards change, adapting quickly to changing environments
- Recognises personal impact of change and proactively seeks support when necessary
- Demonstrates empathy and support to others experiencing change

Ethics and Safety Commitments

- All employees are expected to become acquainted with, and work in accordance with all policies, directives and the SA Power Networks Code of Conduct. This includes any changes or amendments SA Power Networks may make to the policies from time to time.