

Executive Assistant Eyre Peninsula Landscape Board

Tenure: Ongoing

Classification: ASO4

Hours of work: Fulltime (37.5 hours/week)

Reports to: General Manager

About the role

The Executive Assistant provides high quality, confidential and proactive secretarial and administrative services to the General Manager, the Board and Senior Management. The role is responsible for a range of functions that contribute to the effective operation of the Board, and its committees operating within the region.

The role manages day-to-day operational requirements, workflows, and communications to ensure the smooth functioning of the General Manager's office and alignment with departmental policies, standards, and governance requirements.

The role provides project support to various Landscape Board projects and activities and ensures the accurate and timely preparation of board papers, briefs and reports.

About us

The Board is one of eight regional landscape boards and Green Adelaide that are responsible for supporting local communities to manage soils, water, pests, and biodiversity through the *Landscape South Australia Act 2019*. The Board invests landscape levies into regional priority issues as well as leveraging Australian Government funding towards managing and protecting our productive and natural landscapes.

The Eyre Peninsula region covers approximately 80,000 square kilometers and includes part of the upper Spencer Gulf, the city of Whyalla, across the southern boundaries of the Gawler Ranges, past Ceduna to the edge of the Nullarbor Plain and south to the fishing hub of Port Lincoln. The local economy is diverse and includes primary industries (cereal crops, sheep, cattle and viticulture), health and community services, manufacturing, retail trade, construction, education and training and mining. The majority of South Australia's aquaculture farming is also located in the region. The Eyre Peninsula supports a population of just under 60,000 people and is the traditional lands of First Nations peoples.

Key results/outcomes to be achieved

- A high standard of administrative and executive support is provided to the General Manager, Presiding Member and Senior Management Team.
- Anticipates and manages the priorities, deadlines, and information needs of General Manager, Presiding Member and Senior Management Team by proactively identifying issues, coordinating inputs, and ensuring the timely flow of accurate information and correspondence.
- Prepares, reviews, and quality-checks a range of written materials, including reports, briefs, presentations, and correspondence, to ensure accuracy, consistency, and alignment with Landscape Board standards.
- Board and committee meetings are well coordinated (including regional meetings), with agendas and papers prepared and distributed in an efficient and timely manner and a correct record of meetings and business is kept.
- Correspondence including Minister's correspondence, Board Appointments, Annual Reports, letters and other reports are developed in accordance with Board requirements.
- Timely coordination and delivery of relevant documentation and/or other materials to the General Manager, Presiding Member and Senior Management Team in preparation for meetings and other commitments.
- Information and communication of decisions flow efficiently between the Board and its committees, the Minister for Environment and Water, State agencies and other relevant organisations or individuals and relevant staff.
- Continuously improve administrative processes including the review and development of Board policies, procedures, forms, templates and instructions.
- A professional, friendly and high-quality level of customer service is delivered to all internal and external customers.

Key relationships

- General Manager
- Presiding Member/Chair of the Board
- Eyre Peninsula Landscape Board members
- Risk, Audit and Finance Committee members
- Senior Management Team and employees
- Minister office and other agencies (including Landscape Services).

Special conditions

- Position is based in Port Lincoln, South Australia
- A current class "C" driver's licence and willingness and ability to drive a government vehicle is essential.
- Actively participate in the Board's Performance Development and Review Program.
- Develop and maintain productive and professional relationships with managers and stakeholders that align with the Code of Ethics for the South Australian Public Sector.
- Contribute to a safe workplace by accepting responsibility for own and others' safety, identifying and reporting hazards, and participating in consultation about health and safety matters.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Board requiring you to obtain a NPC.

Selection criteria

Knowledge, skills, abilities and experience


- Demonstrated ability to communicate both verbally in writing, work collaboratively and build strong partnerships with a range of stakeholders.
- Demonstrated experience in providing high level administrative and project support including managing sensitive, complex, and urgent material within timeframes and in accordance with required outcomes.
- Experience in working collaboratively with executive and/or senior level management and other stakeholders and in providing high level executive officer support including the management of agendas, minutes, and associated activities.
- Proven highly effective interpersonal skills, with the ability to provide exceptional customer service, consult, liaise and relate effectively to a diverse group of stakeholders while maintaining a high standard of professional competence and an ethical approach.
- Proven organisational and time management skills, including the ability to manage high volumes of work with competing demands and critical deadlines.
- Proven ability to be flexible and operate effectively in an environment of change and ensure that the required standards of accuracy and quality are met within timeframes.
- Demonstrated ability to respond flexibly to changing priorities, show initiative and manage highly sensitive issues with tact, discretion and strict confidentiality.
- Demonstrate appropriate and professional workplace behaviours and the ability to build and maintain effective and productive working relationships.
- Proven ability to accurately use the Microsoft suite of software applications including Word, Outlook, Excel and PowerPoint, AI applications and in the use of IT hardware to ensure meetings are conducted professionally.
- Ability to apply safe work practices and be proactive about safety procedures.

Qualifications/Education

- An appropriate qualification in business administration (desirable)

Expectations and values

- Maintain a commitment to professional conduct in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to Equal Employment Opportunity (EEO), cultural safety and diversity in the workplace.

Approved by:	Jonathan Clark, General Manager	Date approved:	19/2/2026
Signed:		Date classified:	17/2/2026
Classified by:	Nick Slape, AltoPEOPLE		