



Role Statement

Role title	Administrative Support Officer	Classification	AS02
Branch	RevenueSA	Type of Appointment	Temporary
Section	Business Support Unit	Position Number	M04994
Approved by	Commissioner of State Taxation	Date	2026

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

RevenueSA, through the Commissioner of State Taxation, is responsible for the management, collection and enforcement of South Australia's taxation revenue, management of various grant schemes, management and collection of the fixed property component of the Emergency Services Levy (ESL), and management of government rebate incentive schemes.

The revenue collected (apart from ESL which specifically funds the provision of emergency services), is used by the Government to fund the provision of essential services including public health and safety, education and law and order for South Australian citizens.

Working together to deliver contemporary and innovative revenue and grant services for the benefit of South Australia.

The Business Support Unit of RevenueSA is responsible for the administration of RevenueSA accounts and invoices for payment, including coding and maintaining records of accounts, administration of processes to meet compliance with relevant Departmental policies, processes and legislative requirements. Other key activities include financial and procurement administration, records management, research, project support, development of reports and stakeholder liaison (internal and external). Other duties as required within the Classification code.

What this role is responsible for

The Administrative Support Officer is accountable to the Manager Business Support for the delivery of an administrative, records management, asset and facilities management and administrative and business support services to RevenueSA, as required.

- This includes the timely and efficient delivery of support for maintaining office facilities and supplies, maintaining office records, assisting in reviewing various reports for management approval, using Objective, arranging meetings and preparing minutes of meetings.

The incumbent will also provide administrative and business support, ensuring that a quality service is provided to all RevenueSA staff by:

1. Delivering a range of Records Management and Business Support Services to the Office by:
 - Maintaining office records, using Objective and other Branch records management systems, including:
 - Creating and maintaining accurate electronic records.
 - Reviewing hard copies records.
 - Recording and preparing records for destruction, hard copy and electronic.
 - Retrieving of relevant records and files.
 - Undertaking data entry, as required.
 - Assisting in the arranging of meetings, workshops and seminars set up requirements, including organising attendees, venue and catering.
 - Reviewing and updating administrative processes and procedures to identify and recommend efficiencies.
2. Assisting in delivery the efficient and responsive coordination and maintenance of ICT User Access and Office Facilities by:
 - Undertaking and arranging access to RevenueSA Systems including regular communication with Service Desk.
 - Setting up the workstation, if required.
 - Coordinating the installation and maintenance of office equipment, as required.

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- Maintaining the Branch office stationery and supplies.
- Ensuring building access and internal facilities are organised for staff.
- Assisting to maintain accurate system processes and registers of network profiles for RevenueSA.

Contributing to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.

Who this role reports to

Reports to the Manager, Business Support.

Key Relationships/Stakeholders

- Works closely with the Business Support Officers.
- Interacts daily with all RevenueSA staff.
- Liaison with all visitors to the office including suppliers and contractors.

Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
 - National Police Check
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

Essential Expertise

- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.
- Ability to work collaboratively as a team member as well as independently to provide a timely and efficient administrative support service.
- Ability to prioritise and coordinate work tasks to meet critical timelines, often under minimum supervision.
- Ability to deal tactfully and communicate effectively with people at all levels.

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- Experience in prioritising a range of tasks and successfully achieving agreed outcomes within agreed timeframes and established practices, with minimal supervision.
- Administrative experience in an office environment and/or specific training in office systems and procedures including Microsoft suite of tools, Word, Excel, Powerpoint and Outlook.
- Experience in requisitioning stationery and minor office equipment and supplies.
- Experience in the use and knowledge of records management systems and correspondence procedures, including electronic file management and retrieval using Objective.

Desirable Expertise

- Ability to coordinate multiply tasks or projects simultaneously and to work with in a changing environment and foster commitment to ongoing business needs.
- Experience in business support environment including development and review of required processes, policies and procedures.
- Understanding of integrated IT systems and networked PC environments.
- Knowledge of RevenueSA, its operation and its activities.
- Knowledge of facilities and ICT management principles and practices.
- Knowledge of interpreting and present data in a logical manner.

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