

Role Description

General information

Title:	Office Manager			Classification:	ASO7
Division:	Office of the Hon Clare Scriven MLC	Branch:	Minister's Office		Business Unit:
Type of Appointment:	Term Contract	Hours of Duty:	37.5	Location :	Level 10, 1 King William Street, Adelaide

About us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

Purpose

This position is responsible for managing the requests, enquiries, and correspondence (including Parliament and Cabinet matters) directed to the Minister and ensuring rigorous corporate governance frameworks, advice and services are in place and utilised to manage the quality and timeliness of these responses.

The role also ensures the strategic operation of the Office meets the Minister's requirements, particularly in relation to business improvement, administrative, financial, information technology, security, records, and asset management functions.

This position professionally leads, manages, and supports administrative staff and Ministerial Liaison Officers a to ensure their work meets quality, confidentiality and timeline requirements

Key Accountabilities

- Provides direct and expert advice to the Minister and Chief of Staff on day-to-day portfolio matters and on policy, Statutory, Cabinet and Parliamentary requirements through the conduct of research, analysis, and liaison with senior officers of Agencies and Ministerial staff.
- Ensure the effective management and coordination of complex and critical Minister's Office business issues with emerging issues drawn to the attention of the Minister and Chief of Staff.
- Ensures the Minister, Chief of Staff and other key personnel in the Office receive responsive and appropriate Cabinet, parliamentary and administrative support services, including support for the Minister's legislative program.
- Oversee the records management processes including archiving to ensure the Minister meets the requirements of the *State Records Act 1997*.
- Manage the development and implementation of Operational policies, contingency and WHS Plans, to ensure the Minister's legislation and duty of care obligations are met and to potential risks and impacts, are identified, analysed, and reported on.
- Provides high-level leadership and support to a team of multidisciplinary staff, and a range of other contracted or assigned personnel, to manage the effective determination and delivery of significant Office, or project, priorities and functions that support the Minister
- Ensure resources are appropriately aligned to maximise the range and delivery of the Office's business critical services, with annual leave processes coordinated, staff workloads allocated and monitored, and adjustments made to meet deadlines and ensure productivity and workflows are maintained.

Role Description

Key Deliverables / Results

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| <ul style="list-style-type: none"> • Manage and monitor financial expenditure of the Office including efficient budget allocation, implementation of appropriate monitoring systems, exercise of financial control, invoice approval, delegation of expenditure and the provision of advice and annual reporting requirements. • Develop and implement high level negotiation and logistic processes are managed to ensure the rapid and smooth transition of the Minister into new portfolio arrangements, including the creation of new processes and relationships with department staff and the transfer of information between Ministerial offices. • Manage and maintain the assets, accommodation, information technology and security needs of the Minister’s office are to meet business requirements. | <ul style="list-style-type: none"> • Implement and managed workforce plans and reporting to ensure the right skills and capabilities are attracted, recruited, and retained to meet current and future business needs • Deliver and manage a performance focused and collaboration focused team that ensures a coordinated approach, promotes corporate governance, and challenges the status quo. • Deliver continuous improvement standards and leadership practices create to foster a work environment that encourages, recognises and rewards creativity, initiative, collaboration, and excellence in all activities. • Develop and implement organisational structures and change management initiatives to facilitate human resource flexibility and stability that supports the current operational and future needs of the Office. |
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Relationships

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| <ul style="list-style-type: none"> • Reports to the Chief of Staff on a day-to-day basis and in an administrative capacity to the General Manager, Chief Executive Office, PIRSA. • Works closely with the Minister, Chief of Staff and Ministerial Advisers. • Manages the performance and development of the Minister’s office administrative staff and provides direction and leadership to Ministerial Liaison Officers (MLO’s) and contract staff. | <ul style="list-style-type: none"> • Develops and maintains close working relationships with Chief Executives, Executive Directors and senior officers of the Minister’s portfolio agencies. • Liaises with the Premier’s Office and other Minister’s Offices. • Negotiates and liaises with external stakeholders and service providers to ensure the Office is appropriately resourced. |
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Requirements

- Possession of a current driver’s license and willingness to drive.
- Out of hours work and inter / intrastate travel may be required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).
- You acknowledge your work, health and safety obligations and our expectations when [applying for a role](#).
- The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.

Qualifications

- Essential: Nil
- Desirable: Bachelor’s degree or similar experience in a relevant field.

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Capabilities

Capability	Behaviours
<p>Professional & Technical Knowledge Demonstrates expert knowledge across all key areas of professional competence relevant to the role. Is recognised as a leader in the field of business and service delivery improvement</p>	<ul style="list-style-type: none"> Has strong knowledge of, and is recognised as an expert in, strategically managing and improving administrative functions and processes relating to the operations of a Minister's office in an environment with high volume through-put and critical deadlines. Has an extensive and in-depth knowledge of cabinet and parliamentary processes. Uses expertise to develop and apply models, policies and frameworks and acts as a learned source of information. Has high credibility in managing issues of a high level of sensitivity and confidentiality.
<p>People management Develops organisational plans, policies and structures to optimise and sustain the capacity of people to achieve; ensures groups are adequately resourced; role-models excellent people management behaviours to foster a culture that values & supports people.</p>	<ul style="list-style-type: none"> Guides, mentors and develops people through a range of development strategies. Empowers people to achieve the organisation's goals by delegating sufficient authority / responsibility and accountability and providing support. Values the well-being of staff by managing stress-levels and work-life balance. Provides specific feedback to team members on their performance and develops action plans to improve performance.
<p>Planning and Organising / Resilience Demonstrates expertise in devising and driving the most difficult plans, which have significant impact on the business; works effectively under continuous high pressure with resilience and professionalism.</p>	<ul style="list-style-type: none"> Turns high level strategies into plans which can be implemented. Identifies capabilities and resources needed to get the job done. Determines goals and priorities effectively, allocating and managing time and resources for self and team accordingly.
<p>Political Nous Expert in reading and working within high-level political agendas across complex matrix of stakeholder groups; exercises astute political judgment in high-level, complex contexts that have major impact within/outside the state.</p>	<ul style="list-style-type: none"> Understands the paradigm under which government currently operates and what they wish to achieve. Exercises tact and discretion in dealing with politically sensitive and complex issues. Understands the current and changing role of government and industry and its relationship to the wider social, cultural and economic environment.

HRMS No:		ANZCO Code:		Objective ID:	A7412597
Delegate Approval:				Date:	27 March 2026

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Approved and Classified by People and Culture: