

Landscape South Australia



Government of South Australia

Northern and Yorke
Landscape Board

Position Description | September 2024

Executive Assistant/Officer (ASO4) **Northern and Yorke Landscape Board**

About the role

The Executive Assistant/Officer contributes to the effective functioning of the Northern and Yorke Landscape Board and the respective sub-committees. The role is principally responsible for the provision of high quality, effective and confidential administrative and financial support services to the General Manager and the Landscape Board and associated committees. This includes schedule and meeting coordination, budget oversight, the recording of minutes consistent with departmental standards, high level business writing and responding to requests from the Minister's office, the Department for Environment and Water and other stakeholders, as well as the provision of governance and legislative advice as required. The role is also required to undertake minor projects, research and reporting on behalf of the Landscape Board and sub-committees as well as the General Manager.

A further valued requirement of the role is the development and maintenance of strong and collaborative relationships with the Board, community members, management, staff, service providers and all relevant stakeholders. The region will be represented by this role in a professional and cooperative manner, demonstrating a flexible and strategic approach.

About the region

The Northern and Yorke region extends across 38,500 square kilometres including 1,350 kilometres of coastline and encompasses the Yorke Peninsula, Spencer Gulf, Gulf St Vincent, the southern Flinders Ranges, parts of the Rangelands, the Mid North, the northern Mount Lofty Ranges, the Barossa and the northern Adelaide Plains.

The region supports a population of approximately 150,000 people who reside in agricultural, coastal and urban communities including Port Pirie, Gawler, Nuriootpa, Clare, Burra, Peterborough, Kadina, Moonta and Wallaroo. It also encompasses the traditional lands of the Narungga, Peramangk, Ngadjuri, Nukunu and Kurna First Nations peoples with whom we work closely and have built impactful relationships.

The region's rich natural resources underpin a range of industries including agricultural cropping and grazing production, viticulture and supports significant mining and mineral processing activities, fishing, aquaculture, forestry, horticulture and tourism. It is home to a diverse range of native plants and animal species; many of these are threatened or endangered – Pygmy blue-tongue lizard, Hooded plovers, Eastern Osprey, Malleefowl and Iron-grass Natural Temperate Grasslands. The Northern and Yorke Landscape Board works closely with project partners and community volunteers to actively conserve habitats and manage threats that impact on our precious native species.

Key Outcomes

- Effective, proactive and confidential executive, administrative, project and financial support services are provided to the General Manager, Presiding Member, Regional Leadership Team, board members, Five Nations Landscape Committee representatives and their partnership members and staff;
- Board meetings and the respective sub-committee meetings are well coordinated, with agenda and papers prepared and distributed in an efficient and timely manner and a correct record of meetings and business is kept;
- Effective working relationships are established and maintained with all staff across the Northern and Yorke Landscape Board, as well as relevant stakeholders;
- A range of complex written materials are prepared, coordinated and quality assured, ensuring a high standard and compliance with policies, guidelines and timeframes is maintained;
- Contact point for staff, board members and stakeholders;
- Effective assistance and support for the Executive is provided, in the undertaking of minor projects and research, travel and accommodation booking services, calendar management, records management and business process improvements;
- Regular and consistent communication with other Executive Officers, Executives and staff throughout the regional landscape boards is undertaken, as well as the attendance at a regular meeting of the Executive Officers' group, for the input into new processes or systems and resolution of common issues;
- Remuneration of the Northern and Yorke Landscape Board and committee member reimbursements and allowances (and the reconciliation of these), is processed accurately and in a timely manner;
- High quality customer service is provided to all internal and external customers with prompt responses.

Key Relationships

- Administration and Governance Services Coordinator
- Business and Planning Team
- Northern and Yorke Landscape Board, Presiding Member and committee members
- General Manager and Regional Leadership Team
- Regional landscape board staff and staff from other landscape boards
- First Nations communities, organisations, businesses and community leaders
- Stakeholders, service providers, local government councils, Australian Government departments, other public sector agencies and non-government organisations
- Community members.

Selection Criteria: Technical, Professional/Knowledge and Experience (including qualifications)

Please note: each of the eight selection criteria listed below must be addressed when applying for this position.

- Clearly, accurately and concisely prepares documents such as agendas, minutes, letters, briefings and spreadsheets, and is effective in checking own work accurately for correcting spelling and formatting in line with expected standards;
- Communicates early on with their manager if there are circumstances that will prevent them from meeting deadlines;

- Accurately and efficiently coordinates and schedules appointments and meetings and records the minutes of any meetings attended;
- Is aware of the responsibilities of the work area in the context of the agency;
- Is aware of the work area's interface with other relevant internal and external operations and knows the key stakeholders;
- Demonstrated proficiency in the use of the Microsoft suite of software applications;
- Demonstrated proficiency in and knowledge of professional secretarial and administrative support services for senior management;
- Appropriate qualifications in Business Administration, Governance or similar will be highly regarded.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others' safety
- Actively participates in consultation about work health safety issues
- Identifies and reports hazards and identifies risk controls where appropriate

Corporate Responsibilities

- Maintain a commitment to the *Public Sector Act 2009*, the Code of Ethics for the South Australian Public Sector and the legislative requirements of the *Public Sector Act 2009* and the *Work Health Safety Act 2012*;
- Retain accurate and complete records of business activities in accordance with the *State Records Act 1997*;
- Actively participate in the Board's Performance Development and Review Program;
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message

Other Requirements

- A current class "C" driver's licence and willingness and ability to safely operate a 4wd is essential;
 - May be required to undertake intra or interstate travel and work outside of the normal hours of work;
 - This role has functions pertaining to working with children and is prescribed under the Child Safety (Prohibited Person) Act 2016 as requiring a Working with Children Check (WWCC). By applying for this role you consent to being screened for appropriate behaviour and to the Board obtaining, or requiring you to obtain a WWCC;
 - 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 an NPC.
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Our Vision, Values and Behaviours

Vision

A resilient and productive landscape that sustains a thriving community, environment and economy.

Values



Staff Behaviours

As a **TEAM** we:

- Collaborate, support and work together
- Work productively to meet shared goals and objectives
- Share information, ideas, innovations, solutions and learnings
- Respect ourselves and each other
- Value our staff, community and partners
- Continually strive for improvement
- Be positive, enjoy work and celebrate achievements
- Lead by example with professionalism and integrity
- Speak up when we see or experience poor behaviour
- Support each other's safety and wellbeing

More information

Further information about
Landscape SA can be found at
www.landscape.sa.gov.au