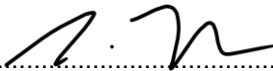


Job and Person Specification

Title of Role:	Executive Officer	Remuneration Level:	ASO5
Section:	SafeWork SA	Type of Appointment:	Term – 2 years
Business Unit:	SafeWork SA	Position Number:	P67176

Job and Person Specification Approval

 27/04/2026

DELEGATE

SafeWork SA

SafeWork SA (SWSA) is responsible for providing work, health and safety, public safety and state-based industrial relations services across South Australia. As a regulator, Investigators and Inspectors ensure work, health and safety, and public safety standards are met, and appropriate action is taken when breaches of laws are detected.

SafeWork SA Values

- Professionalism
- Respect
- Integrity
- Service

Primary Purpose

The primary purpose of the role is to manage and provide a comprehensive range of high-level liaison and responsive executive support services to the Executive Director, agency Executives and Strategic Policy and Legislative Services Team. The Executive Officer is required to exercise independent and professional judgement in their duties, including prioritising matters for the Executive Director, coordinating the provision of advice, and facilitating and processing the provision of coordinated advice and assistance to the Executive Director and to work collaboratively with agency staff responding to correspondence on behalf of the Executive Director. The Executive Officer maintains key relationships and networks with internal and external stakeholders, including with ministerial offices.

Key responsibilities include:

- Securing and enhancing the efficient and timely management of correspondence and briefings for the Executive Director and Directors through establishment and maintenance of appropriate systems, procedures and relationships.
- Undertaking duties of a sensitive and critical nature, dealing diplomatically with various stakeholders, including members of the public and other Government departments
- Undertaking research to keep informed of new developments, trends and issues in relation to the SafeWork SA's portfolio.



Job Environment

The Executive Officer operates under the supervision of the Policy and Reform Lead, Strategic Policy and Legislative Services Team. The Executive Officer will work closely with the Executive Director, Directors and Manager Strategic Policy and Legislative Services Team to support the executive services function and support functions of the Strategic Policy and Legislative Services Team. In addition, the Executive Officer will form relationships through interactions with Government agencies, professional and community groups and the public.

Reporting Relationships

- Policy and Reform Lead, Strategic Policy and Legislative Services

Key Relationships/Interactions

- Executive Director
- Director, Workplace Education and Business Services
- Director, Compliance and Enforcement Directorate

Key Challenges

- Working under broad direction in a fast-paced and responsive environment.
- Balancing high volumes of incoming work and quickly shifting priorities.
- Working within a challenging and politically sensitive environment where confidentiality and integrity and of the highest order.
- Exercising discretion when dealing with sensitive, critical and complex matters.

Special Employment Conditions

- Engagement in this role is subject to a satisfactory Department of Human Services General Employment Probity Check. A renewal will be required every three years.
- Some intra and interstate travel requiring overnight absences may be required
- Out of hours work may be required.

AGD Conditions

- Effectively embed AGD People and Leadership Expectations into all actions, activities and work processes.
- Participate in bi-annual Performance Development Plan (PDP).
- Proactively seek learning opportunities, including in the timely completion of all mandatory training requirements.
- Comply with the Code of Ethics for the South Australian Public Sector, relevant legislation and AGD policies and procedures.
- Employment is dependent upon a compliant National Police Certificate that the AGD finds satisfactory.



Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include,

- Flexitime
- Part time
- Job Sharing
- Compressed Hours
- Work from home arrangements.
- Remote working arrangements

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Executive Officer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Provide executive support to the Executive Director and Directors</p>	<ul style="list-style-type: none"> • Proactively manage and organise the Executive Director's and Directors files, papers and inbox. • Work under broad direction to identify, prioritise and bring urgent, unresolved, emerging and/or sensitive issues to the attention of the Executive Director and Directors, and provide possible solutions and information that will assist the Executive Director and Directors to deal with matters promptly and effectively. • Ensure that the Executive Director and Directors are well-briefed on issues, including identifying emerging issues and proactively coordinating advice on behalf of the Executive Director and Directors, including from teams across SafeWork SA. • Delegate appropriate matters to teams across SafeWork SA to ensure the timely preparation of responses and management of departmental matters. • Manage and forward plan the Executive Director and Directors diaries, respond to meeting requests and invitations on behalf of the Executive Director and 	<ul style="list-style-type: none"> • Correspondence is actioned appropriately and on time. • Urgent matters and unresolved issues are identified and raised. • Work output is of a high standard and Incoming work and requests are prioritised and actioned to meet deadlines. • Advice and information is provided to the Executive Director and Directors to assist in decision-making. • Diary is planned, monitored and maintained • Timely papers and briefing materials are provided to the Executive Director and Directors. • Records are accurately kept. • Objectives and needs of the Executive Director and Directors met. • Significant levels of skills, knowledge and competence is displayed.



	<p>Directors, confirm appointments and provide briefing materials for all appointments, and events.</p> <ul style="list-style-type: none"> • Prepare agendas, minutes, letters and other correspondence and documentation on behalf of the Executive Director and Directors. • Support the delivery of responses to departmental and inter agency requests for information. • Contribute to the professional planning, management and delivery of complex and sensitive matters. • Monitor and track new agency initiatives identified by for the Executive Director and Directors. • Arrange all travel and accommodation requirements for the Executive Director and Directors, including the provision of itineraries and briefings and coordinating logistics. • Manage incoming calls for the Executive Director and Directors, and autonomously deal with matters where appropriate. • Maintain stakeholder contact lists. • Support the Executive Director and Directors to deliver on the priorities of the Department and the Minister. • Stay abreast of contemporary issues to pre-empt correspondence coming into the Executive Director and Director's office. • Be flexible and versatile in approach when dealing with changing work requirements, new information and procedures. 	
<p>Represent the Executive Director</p>	<ul style="list-style-type: none"> • Provide effective and efficient client services to a wide range of internal and external customers and respond to clients in a courteous, confidential, sensitive, prompt and efficient manner. • Develop and maintain effective relationships with senior stakeholders in SafeWork SA and AGD, other agencies and externally, that enhance the reputation of SafeWork SA. 	<ul style="list-style-type: none"> • Proactively maintain communications with the Executive Director and Directors and stakeholders. • First point of contact for a range of stakeholders. • Knowledge of all relevant issues and matters is maintained. • Professional relationships with key stakeholders are developed and maintained.



	<ul style="list-style-type: none"> • Develop and maintain thorough knowledge of the Executive Director and Director's business and an awareness of government priorities. • Strong written and verbal communication skills, and sound interpersonal capacity, to effectively liaise with people from a variety of backgrounds and levels. • Assist the Executive Director in reporting to the Chief Executive and AGD on key deliverables. • Support the delivery of briefing papers for Executive member attendance at National and State Committee meetings 	
Provide administration, and project support	<ul style="list-style-type: none"> • Support the coordination and delivery of correspondence to the Executive Director and Directors, using expertise, autonomy, judgement and discretion. • Update and maintain correspondence templates across the agency. • Undertake projects/duties of a sensitive, advanced, critical or complex nature. • Support the monitoring of established projects across the agency. • Identify and implement opportunities to improve processes directly relating to the SafeWork SA to create an efficient working environment, including the effective use of technology tools. • Contribute to the delivery and maintenance of efficient work practices within the Strategic Policy and Legislative Services Team. • Contribute to the effective quality control over written work generated from within the agency. • Develop, implement, maintain and review records management processes to ensure compliance with the State Records Act. 	<ul style="list-style-type: none"> • Opportunities for system/ process improvement are identified and actioned. • Appropriate project overview documentation developed and maintained • Correspondence and documentation is professional, accurate and high quality. • Available ICT tools are used effectively to enhance business processes. • Deadlines are met. • Advice and information provided to the Executive Director and Directors is accurate. • Information recorded and stored safely and effectively for prompt access and recall. • Processes and procedures are in line with relevant legislation.
Contribute to Culture	<ul style="list-style-type: none"> • Provide leadership and mentoring to executive and office support roles across SafeWork SA. 	<ul style="list-style-type: none"> • Advice and guidance is provided to executive support staff. • Work practices are safe and Work Health and Safety legislation,



	<ul style="list-style-type: none"> • Work in a collaborative manner and to provide consistent, effective, and seamless support • Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. • Role model the AGD people and leadership expectations. 	<p>policies and procedures are adhered.</p> <ul style="list-style-type: none"> • Respectful behaviour is observed when faced with diversity/differences in opinion.
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Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

<p>Technical Expertise (Essential)</p>	<ul style="list-style-type: none"> • Significant experience in providing high quality executive and administrative support services. • Ability to work autonomously, handle high volumes of work and to manage complex and competing priorities. • Strong initiative and problem-solving skills, including the ability to act on own judgement, analyse problems and propose solutions. • Experience in undertaking research work. • Knowledge and understanding of public sector administrative policies, procedures and relevant legislative requirements in relation to records management. • Ability to initiate and establish administrative processes and systems in a timely and cost-effective manner. • Demonstrated experience working on sensitive and complex issues diplomatically and confidentially. • Experience in preparing accurate and timely documentation, briefings, correspondence, meeting and function planning and agendas. • Demonstrated ability to establish and maintain effective relationships and networks with internal and external stakeholders. • High level of attention to detail and strong written and verbal communication skills. • An awareness 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 awareness of and ability to work to the spirit and principles of AS/NZS ISO 31000 Risk Management.
<p>Technical Expertise (Desirable)</p>	<ul style="list-style-type: none"> • High level of digital literacy, including experience using records management systems, workflows and collaborative online platforms. • Experience with Parliamentary, Cabinet and Ministerial administrative processes. • Leadership experience in an administrative environment. • Awareness of government priorities and the portfolio of the Attorney-General's Department.



Behavioural Capabilities

The Performance Matrix describes the behaviours expected of SWSA employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism



Element	Behaviours
Understands the Strategic Direction (Foundational)	<ul style="list-style-type: none"> • Supports strategic direction and plans. • Communicates plans in practical terms to others. • Is sensitive to political drivers influencing priorities and decisions. • Identifies and raises awareness of trends, potential problems and opportunities. • Identifies and manages risk as appropriate and escalates as necessary. • Actively participates in business planning. • Contributes to the drive for change and innovation.
Achieves and Monitors Own Results (Operational)	<ul style="list-style-type: none"> • Develops plans with clear outcomes and provides direction on how to achieve these. • Is accountable for the delivery of quality, timely and cost effective results. • Reviews performance and seeks opportunities to implement continuous improvement. • Adopts a critically evaluative approach to solving problems. • Identifies opportunities to negotiate for improved outcomes. • Confidently makes decisions showing good judgement. • Effectively prioritises and re-negotiates tasks as needed.
Contributes to Service Delivery Excellence (Foundational)	<ul style="list-style-type: none"> • Uses capability and expertise of the workgroup to achieve outcomes. • Translates performance requirements into achievable outcomes. • Effectively manages their own performance, managing (or influencing) the wider team performances. • Provides clear, honest and timely feedback to others including recognising high performance and addressing non-performance. • Identifies and delivers high quality internal and external customer service. • Considers financial responsibility, accountability and awareness. • Utilises available internal and external resources for optimal outcomes.
Maintains Working Relationships (Foundational)	<ul style="list-style-type: none"> • Develops existing working relationships and internal networks. • Collaborates with relevant stakeholders. • Makes an effort to understand others' perspectives, motives, agenda. • Openly shares information and knowledge as appropriate. • Takes into account the situation and acts accordingly. • Actively listens and communicates clearly. • Effectively manages conflict and escalates when appropriate.
Demonstrates Personal Drive and Professionalism (Foundational)	<ul style="list-style-type: none"> • Develops plans with clear outcomes and provides direction on how to achieve these. • Is accountable for the delivery of quality, timely and cost effective results. • Reviews performance and seeks opportunities to implement continuous improvement. • Adopts a critically evaluative approach to solving problems. • Identifies opportunities to negotiate for improved outcomes. • Confidently makes decisions showing good judgement. • Effectively prioritises and re-negotiates tasks as needed.

Acknowledged by occupant

..... / /
 (Print name) (Signature)

Acknowledged by line manager

..... / /
 (Print name) (Signature & title)

