



Position Title: Executive Coordinator	Location: Parliament House
Classification: AS05	Reports to: Executive Officer, Joint Parliamentary Service (JPS)
Entity/Division: Office of the Executive Office	Direct Reports: Nil
Business Unit: Executive Officer	Job Status: Temporary < 12 months

ABOUT US

The Joint Parliamentary Service Committee (JPSC) is a Standing Committee of the Parliament. It consists of the President of the Legislative Council, the Speaker of the House of Assembly and two Members from each House. The JPSC is responsible for the administration of the Joint Parliamentary Service (JPS) including the Parliamentary Library Division, Parliamentary Reporting Division (Hansard), Catering Division, and the Joint Services Division (including Parliamentary Network Support Group, Project Management Office, People and Culture, Finance, and Building Services).

The role of the Executive Officer is to lead the Joint Parliamentary Service, including driving strategic reforms, implementing organisational change and improvement projects, and interacting with other leadership roles within and outside the Parliament. The Office of the Executive Officer (OEO) provides secretariat services to the JPSC.

The Executive Coordinator provides high level executive, governance, and coordination support to the Executive Officer and the OEO. The role contributes to the effective operation of the Joint Parliamentary Service by ensuring timely, accurate, and confidential management of executive workflows, supporting decision-making processes, and facilitating coordination across parliamentary and government stakeholders.

KEY OBJECTIVES

The Executive Coordinator is accountable to the Executive Officer to deliver high-quality executive coordination and governance support across the Office of the Executive Officer, including:

- Provide high-level executive support to the Executive Officer, exercising judgement to manage priorities, workflows, and commitments in a complex environment.
- Manage and coordinate workflows across the Office of the Executive Officer, triaging matters across divisions in line with strategic priorities.
- Coordinate and quality-assure complex briefs, correspondence, and documentation to support timely and informed decision-making.
- Facilitate effective communication and liaison across parliamentary and public sector stakeholders.
- Contribute to the continuous improvement of Executive Office systems, processes, and practices.
- Coordinate and oversee strategic and operational projects to support delivery, manage risks, and inform executive priorities.

RESPONSIBILITIES

Executive Coordination and Support

Provide proactive, high-level executive support to the Executive Officer, exercising judgment in strategic diary and priority management.

Manage and coordinate workflows across the Office of the Executive Officer, triaging matters across divisions in line with strategic priorities and organisational commitments.

Coordinate and quality-assure briefings, correspondence, and documentation to ensure accuracy, timeliness and strategic alignment and support informed decision-making.

Synthesise complex information into clear and concise summaries and communications.

Monitor, track, and follow up actions arising from executive direction and committee decisions, escalating issues as appropriate.

Manage sensitive enquiries and confidential matters with high level of discretion and judgement.

Governance and Secretariat Support

Coordinate governance processes for the Joint Parliamentary Service Committee (JPSC) and other senior forums, including preparation of agendas, papers, and minutes.

Ensure governance integrity so that documentation and records are maintained in accordance with legislative, committee, policy, and audit requirements.

Support compliance with relevant parliamentary, legislative, and policy frameworks, including public sector integrity and accountability obligations.

Stakeholder Engagement and Liaison

Act as a central liaison point between the Executive Office and Presiding Officers, Members of Parliament, Clerks, Chief Officers, and external stakeholders.

Facilitate the timely flow of information between stakeholders, managing politically sensitive and high-profile communications professionally.

Build and maintain effective working relationships across the parliamentary environment.

Operational and Strategic Support

Oversee financial and procurement processes within the Office of the Executive Officer, including purchase orders, invoices, and expenditure tracking, ensuring compliance with organisational policies and supporting effective resource management.

Support the delivery of strategic priorities, improvement initiatives, and whole-of-service projects through effective coordination and information management.

Assist in the preparation of corporate, performance, risk, and governance reports as required.

Identify and implement opportunities for continuous improvement with systems and processes.

Coordinate and oversee the delivery of strategic and operational projects within the Office of the Executive Officer, including planning, tracking milestones, managing interdependencies, and ensuring alignment with organisational priorities.

Analyse project information and provide advice to the Executive Officer on priorities, risks, and resource implications across a portfolio of initiatives.

Identify emerging issues and opportunities within projects and recommend appropriate mitigation or improvement strategies.

Confidentiality, Risk, and Integrity

Manage highly sensitive and confidential information in accordance with parliamentary privilege, confidentiality requirements, and Crown employee obligations.

Identify emerging issues and risks, escalating matters appropriately with mitigating strategies.

KEY SELECTION CRITERIA

- Demonstrated experience in providing high level executive coordination and support to senior executives in a complex and fast-paced environment.
- Proven capability in supporting governance and executive decision-making processes, including the coordination of agendas, papers, minutes, action tracking, and compliance with governance requirements.
- Highly developed written and verbal communication skills, with demonstrated ability to prepare clear, accurate, and timely executive-level documentation for a range of audiences.
- Demonstrated ability to analyse and synthesise information concisely.
- Demonstrated experience in coordinating and monitoring projects or programs, including managing timelines, risks, and stakeholder engagement in a complex environment.
- Proven ability to build and maintain effective working relationships with senior stakeholders, exercising tact, discretion, and professional judgement.
- High level of integrity, discretion, and professionalism, with proven experience managing highly sensitive and confidential information.
- Strong planning, prioritisation, and problem-solving skills, including the ability to manage competing priorities, anticipate issues, and work with minimal supervision.
- Knowledge of, or demonstrated ability to quickly acquire knowledge of, parliamentary operations, and relevant legislative, governance, and policy frameworks.

KEY RELATIONSHIPS/INTERACTIONS

Internal:

- Executive Officer (line manager).
- Joint Parliamentary Service Committee Members.
- Members of Parliament and parliamentary staff
- Clerk of the Legislative Council.
- Clerk of the House of Assembly.
- Chief Officers and senior managers of Joint Parliamentary Service.

External:

- Public sector bodies

QUALIFICATIONS

- Desirable: Post-secondary qualification in administration or business.

PRE-EMPLOYMENT SCREENING REQUIREMENTS

- All appointments are subject to reference checks, pre-employment assessment, and National Police Clearance.
- The role requires a high level of integrity, discretion, and the ability to manage sensitive and high-risk matters in accordance with parliamentary, legislative, and organisational requirements.

ADDITIONAL INFORMATION

- The appointment is made pursuant to the Parliament (Joint Services) Act 1985 (SA) and, while the provisions of the Public Sector Act do not apply to this position, public sector conditions apply, and entitlements are transferable.
- There may be a requirement to work outside of normal working hours.
- Any person who is, and is seen to be, active in political or electoral affairs and intends to carry on this activity may compromise the strict political neutrality of this position and could not be considered for appointment.
- Employees are required to comply with all health, safety and risk management policies and procedures of the Parliament and take all reasonable care that any actions or omissions do not impact on the health and safety of others in the Parliament precinct.
- Employees must observe the Parliament of South Australia Code of Conduct and comply with the Conduct Standards in the Code.
- A National Police Check (NPC) is required prior to employment in Joint Parliamentary Services which must be renewed every 12 months.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

CERTIFIED CORRECT

Executive Officer: _____

Date: / /