

# Position Description

## Administrative Support Officer

### Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

### Our values

We are part of the South Australian public sector and share the values of:

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| <b>SERVICE</b>  | <b>PROFESSIONALISM</b>  | <b>TRUST</b>  | <b>RESPECT</b>  | <b>COLLABORATION &amp; ENGAGEMENT</b>   | <b>HONESTY &amp; INTEGRITY</b>  | <b>COURAGE &amp; TENACITY</b>   | <b>SUSTAINABILITY</b>  |
| We proudly service the community and the South Australian Government.             | We strive for excellence.   | We have the confidence in the ability of others.                                  | We value every individual.  | We create solutions together.   | We act truthfully, consistently, and fairly.  | We never give up.   | We work to get the best results for current and future generations of South Australians. |

### About this role

The Administrative Support Officer is responsible for supporting the Curriculum Strategy and Planning directorate in providing a complex/specialised range of administrative functions, within the context of the Curriculum and Learning division. The role requires high-level administrative support services to the clients and stakeholders of the directorate by applying initiative and judgement to achieve directorate goals. The Administrative Support Officer also contributes to the support, delivery and maintenance of efficient work practices within the division.

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| <b>Position title</b> | Administrative Support Officer                     |
| <b>Classification</b> | ASO3   |
| <b>Division</b>       | Curriculum and Learning                            |
| <b>Directorate</b>    | Curriculum Strategy and Planning                   |
| <b>Location</b>       | Education Support Hub – Hindmarsh                  |
| <b>Reports to</b>     | Business Manager, Curriculum Strategy and Planning |



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|-----------------------|----------|
| Direct reports        | Nil      |
| Role description date | May 2026 |

## What you will do (key outcomes)

1. Providing specialised operational and administrative support to the Curriculum Strategy and Planning directorate which includes providing a client focused contact point for internal and external clients, managing telephone enquiries, arranging meetings/forums, dealing with requests for information, and working collaboratively with the administration team to accommodate changing priorities.
2. Providing high-level administrative support service to the Director and Professional Officers by undertaking a range of operational activities including maintaining records of leave, diary management, electronic and hard copy records management and undertaking minor research and collating information for documents.
3. Designing, maintaining and updating databases and systems to maintain a range of information and produce accurate and timely reports on the status of program work and checking the consistency of data.
4. Coordinating conference arrangements, including booking appropriate venues and catering, travel and accommodation, managing participant registrations and ensuring conference printing and resources are organised.
5. Coordinating accounts for payment including e-procurement processes, monitoring credit card usage, reimbursements for travel and accommodation and updating budget spreadsheets. Undertaking purchases of equipment and resources as well as maintaining the asset register within the directorate.
6. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with Department for Education policy and procedure and cooperating and complying with reasonable instructions of Department for Education line management and WHS Officers. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

## The capabilities you will bring (key competencies)

- **Communication:** Proven ability to select and apply communication and interpersonal skills to liaise effectively with clients and staff at all levels in government and non-government agencies.
- **Teamwork:** Proven ability to work collaboratively as a team member as well as independently with the ability to use initiative and judgement to prioritise and coordinate work tasks to meet critical timelines, often under minimum supervision.
- **IT Skills:** Demonstrated ability and capacity to maintain and use IT and Communication technology, particularly databases, spreadsheets and word processing.
- **Data Management:** Proven ability to access and apply information including the maintenance and organisation of data to support workgroup operations.
- **Legislation:** Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

- **Commitment to WHS:** Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with policy and procedure, and cooperating and complying with reasonable instructions of line management and WHS Officers.

| Who you will work with (key relationships)   | Qualifications  |
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| <p><b>Direct working relationship:</b></p> <ul style="list-style-type: none"> <li>• Reports to the Business Manager, Curriculum Strategy and Planning</li> <li>• Works with the Administration Officers within the Curriculum Strategy and Planning directorate</li> </ul> <p><b>Internal Working Relationships:</b></p> <ul style="list-style-type: none"> <li>• Professional Officers within the Curriculum Strategy and Planning directorate</li> <li>• Staff at all levels across Curriculum and Learning division, and other departmental directorates/units</li> </ul> <p><b>External working relationships:</b></p> <ul style="list-style-type: none"> <li>• Staff within other government agencies and external organisations</li> </ul> | <p><b>Essential:</b> Nil</p> <p><b>Desirable:</b> Nil</p> |

| Corporate responsibilities   | Special conditions   |
|--|--|
| <p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p> | <p>You may need a current driver's licence and be willing to drive</p> <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p> |

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| <p><b>Assessed by:</b> Bailey Bowyer,<br/>People and Culture Advisor</p> |  | <p><b>Approved by:</b> Rebecca Tooher,<br/>Director Curriculum Strategy and Planning</p> |  |
| <p><b>Date:</b> May, 2026</p>  |   | <p><b>Date:</b> May, 2026</p>  |   |

