

ROLE DESCRIPTION

ROLE TITLE: Governance and Administration Officer

AGENCY: [Department of the Premier and Cabinet](#)

CLASSIFICATION: ASO4

DIVISION: State Library of SA

ROLE NUMBER: P66988

BUSINESS UNIT: Business Support

REPORTS TO: Manager, Business Support

ROLES REPORTING TO THIS ROLE: Nil

BUDGET: Nil

ROLE PURPOSE:

The Governance and Administration Officer supports the achievement of the State Library's strategic and operational objectives by coordinating and contributing to key governance, compliance and assurance activities, ensuring the Board's adherence to both external regulations and internal policies. The role supports the effective operation of governance frameworks, ensure alignment with statutory and policy requirements, and assists in monitoring organisation compliance with legislative and regulatory obligations. The position also provides high-quality administrative and coordination support to and contributes to maintaining accurate records, registers and reporting to support informed decision-making and accountability.

KEY OUTCOMES OF ROLE:

1. Maintain the Risk Management Framework, including the Risk Register, and Legislative Compliance Framework, and contribute to business continuity, response and recovery planning activities.
2. Maintain the State Library Document Register and conduct regular reviews of governance, risk and legislative compliance policies and procedures to ensure alignment with regulatory and organisational requirements.
3. Undertake governance-related financial, risk and compliance reviews as required and coordinate the annual internal and external audit program in accordance with policies, procedures and approved work plans.
4. Use finance and other related systems to extract, analyse, and monitor data to support the preparation of accurate governance, risk, compliance, and performance reporting, including monthly, annual, and statutory reports (such as the LBSA Annual Report)
5. Maintain and update financial delegations, ensuring staff (with delegative authority) movements, position changes, additional duties, separations and new starters are accurately reflected in delegation registers.
6. Provide practical support and coordination to State Library managers in meeting statutory, regulatory and oversight reporting requirements.
7. Coordinate the annual review of State Library regulations and oversee the completion of assurance compliance actions to support organisational accountability and good governance.
8. Support the Finance team ensuring alignment of financial processes with delegated authorities, audit requirements and compliance obligations.
9. Provide high-quality administrative and coordination support to the Corporate Services Team, including preparing documentation, maintaining registers and supporting processes.

KEY RELATIONSHIPS / INTERACTIONS:

- Reports to the Manager, Business Support
- State Library staff
- DPC HR
- Shared Services staff
- External suppliers of training and staff development programs

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
 - Nationally Coordinated Criminal History Checks (NCCHC) (required for all roles)
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

KEY SELECTION CRITERIA:

1. Demonstrated experience in applying governance, risk and/or compliance frameworks, preferably within a government or regulatory environment.
2. Experience coordinating the review, development or maintenance of organisational policies and procedures.
3. Demonstrated experience supporting business continuity, response and recovery planning activities, including coordinating and undertaking risk assessments, or internal assurance processes.
4. Strong knowledge and understanding of relevant legislation, regulatory and compliance frameworks and the ability to interpret and apply them in an organisational context.
5. Proven capability to communicate effectively and build strong working relationships with internal and external stakeholders.
6. Excellent attention to detail, written communication skills and proven ability to prioritise and manage multiple tasks, ensuring accuracy and quality in all work.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Libraries Act 1982](#), [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 [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.

- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction
- Understands and supports organisational goals and business objectives
- Responds in a positive and flexible manner to change and uncertainty
- Identifies, defines and solves problems that may impact on own work objectives
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes

Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results
- Understands how work practices are governed by Public Sector legislation, regulations and policies
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes
- Applies specialist expertise of self and others to achieve business outcomes

Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards
- Promotes a strong customer service culture by understanding needs
- Assists and supports financial monitoring, procurement and contract procedures

Builds Positive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Displays Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self-evaluates performance & seeks feedback from others. Recognises how behaviour impacts on others
- Committed to self-development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained