

# Position Description

## **Administrative Support Officer - Early Years Curriculum and Learning**

### 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:

							
<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 – Early Years Curriculum and Learning is responsible for supporting the Director, Early Years Curriculum and Learning in providing a specialised range of administrative functions within the context of the Curriculum and Learning division.

This role also provides administrative support services to the clients and stakeholders of the Early Years Curriculum and Learning directorate by applying initiative and judgement to provide high-quality customer service, maintaining accurate electronic filing systems, and assisting in the preparation of reports and documentation.

Position title	Administrative Support Officer – Early Years Curriculum and Learning
Classification	ASO2
Division	Curriculum and Learning
Directorate	Early Years Curriculum and Learning
Location	Education Support Hub, Milner St, Hindmarsh 5007
Reports to	Business Manager, Early Years Curriculum and Learning
Direct reports	Nil
Role description date	May 2026

### What you will do (key outcomes)

1. Provide an effective service to clients within and external to the Curriculum and Learning division, responding to requests for information or resources and working collaboratively with team members to meet changing priorities.
2. Provide a high-level quality service to the Director 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. Creating 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 assets within the directorate.
4. Provide high-level efficient and accurate word processing and document formatting using the Microsoft Office suite to produce a range of documents, such as reports, general correspondence, invitations and flyers, in line with established policies and procedures.
5. Provide high level support administrative support to create and maintain databases, and produce accurate and timely reports on the status of information requests, ensuring data accuracy and consistency
6. Maintain workshop arrangements, including booking appropriate venues and catering, managing participant registrations and ensuring workshop printing and resources are organized.
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 use effective communication and interpersonal skills to liaise across a diverse range of people and cultures, both internal and external to the Department.
- **Collaboration:** Proven ability to work collaboratively as part of a team and independently, using initiative and sound judgement to prioritise and coordinate tasks to meet critical timeline often with

minimal supervision.

- **Time Management:** Demonstrates strong time management skills by effectively prioritising tasks, managing competing deadlines, and ensuring the timely completion of work.
- **Knowledge:** Demonstrated ability and capacity to use and maintain information and communication technology (ICT), particularly databases, spreadsheets and word processing applications.
- **Experience:** Experience providing an accurate and timely range of administrative tasks and high-level support services within a complex multi-task environment.
- **WHS:** Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment and the legislative requirements of the Equal Opportunities and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
<ul style="list-style-type: none"> <li>• Director, Early Years Curriculum and Learning</li> <li>• Business Manager, Early Years Curriculum and Learning</li> <li>• Business Support Officer, Early Years Curriculum and Learning</li> <li>• Staff across the Curriculum and Learning division</li> <li>• Staff within other government agencies and external organisations including contractors</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><b>Assessed by:</b> Hannah Matthews, P&amp;C Consultant</p>		<p><b>Approved by:</b> Kate Ryan, Director, Early Years Curriculum and Learning</p>	
<p><b>Date:</b> May, 2026</p>		<p><b>Date:</b> May, 2026</p>	

