

Position Description

Business 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:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
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 Business Support Officer, Early Years Curriculum and Learning is responsible for coordinating and undertaking a range of administrative functions to support teams within and across the Early Years Curriculum and Learning directorate and provides high-quality customer service to internal and external clients. The role also coordinates or assists with the preparation of high-quality correspondence, briefings and submissions and provides advice on administrative policies, procedures and systems that contributes to the achievement of the delivery and maintenance of efficient work practices, systems and processes across the division. The role demands a high degree of initiative, professional judgement and autonomy including sound knowledge of agency programs, activities and policy.

Position title	Business Support Officer, Early Years Curriculum and Learning
Classification	ASO4
Division	Curriculum and Learning

Directorate	Early Years Curriculum and Learning
Location	Education Support Hub, 8 Milner St, Hindmarsh 5007
Reports to	Business Manager, Early Years Curriculum and Learning
Direct reports	Nil
Role description date	April 2026

What you will do (key outcomes)



1. Planning, coordinating and undertaking a range of administrative functions across the Early Years Curriculum and Learning directorate to facilitate and deliver operational effectiveness, support and/or improve the flow of information and contribute to meeting directorate and division goals and departmental policies.
2. Coordinating or contributing to the preparation of high-quality correspondence, briefings and submissions, including via the Ministerial Workflow system, and identifying, developing, implementing and providing advice on administrative policies, procedures and systems.
3. Building and sustaining positive working relationships with key stakeholders across the department and within project teams to support and inform business operations and service delivery.
4. Providing high-quality customer service to internal and external clients, including appropriately managing sensitive and confidential information, and working collaboratively with the team to respond to changing priorities.
5. Designing, maintaining and monitoring databases and systems to ensure the accuracy and integrity of information, and producing accurate and timely regular and ad hoc reports on the status of Early Years Curriculum and Learning work.
6. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Task management:** Use your proven initiative and judgement to resolve problems, prioritise and coordinate high volumes of work to meet critical timelines, both independently and in collaboration with others.
- **Communication skills:** Demonstrate high-level interpersonal and communication skills to engage with a range of audiences both verbally and in writing, while exercising diplomacy and maintaining confidentiality.
- **Administration:** Use your experience to undertake and coordinate a range of administrative functions.
- **Solutions focus:** Research, analyse, plan and coordinate business improvement projects including, developing solutions and preparing recommendations.
- **Systems experience:** Demonstrate your experience in the use of systems navigation, including but not limited to Microsoft Office suite, Basware, financial reporting, HR systems, records management, electronic correspondence management, and property management.
- **Business knowledge:** Use your knowledge of relevant administrative, finance, records management and human resource policies, practices and procedures to provide advice to a range of stakeholders.
- **Work health and safety:** Demonstrated 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.

Who you will work with (key relationships)	Qualifications
Director, Early Years Curriculum and Learning Various leaders within the Early Years Curriculum and Learning directorate Early Years Curriculum and Learning Managers Staff at all levels across Curriculum and Learning Division, and other departmental directorates/units Staff within other government agencies and external organisations Internal and external stakeholders	Essential: Nil Desirable: Tertiary qualification/s relevant to the role.

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

Assessed by: Hannah Matthews, P&C Consultant		Approved by: Kate Ryan Director, Early Years Curriculum and Learning	
Date: May, 2026		Date: May, 2026	

