

Position Description

Business Support and Data 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:

 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 and Data Officer provides integrated administrative, business, and data support to enable effective operations, reporting, and decision-making within the division.

The role supports senior staff through the coordination of administrative and business processes while also assisting with the collection, management, analysis, and reporting of data. This position is ideal for a graduate seeking to develop a strong foundation in public sector administration, data analysis, and reporting within a collaborative and high-performing team.

Position title	Business Support and Data Officer
Classification	ASO3
Division	Schools and Preschools

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Directorate	Out of Hours School Care
Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Manager, OSHC Reform
Direct reports	Nil
Role description date	April 2026

What you will do (key outcomes)

1. Assist the OSHC directorate with collection and management of accurate and timely data related to OSHC services
2. Manage large and emerging data sets and prepare reports and documents to meet business needs.
3. Interrogate various data sets to produce high quality reports that can be used for decision making.
4. Assist with the development of a data sharing platform that supports the work of the Office directorate.
5. Assist in undertaking statistical analysis, evaluation and research of data received.
6. Provide efficient and accurate administrative and business support services to the division.
7. Coordinate meetings, workshops, and events, including preparing agendas, papers, and records.
8. Maintain effective file, information, and records management systems.
9. Provide high-quality customer service to internal and external stakeholders.
10. Contribute to planning, business development, and continuous improvement activities.
11. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Data and analytical capability:** Ability to work with quantitative data sets, with experience or aptitude in Excel, SPSS, or similar tools. Strong attention to detail and an interest in data-driven decision-making.
- **Judgement:** Proven ability to identify and analyse information and directorate needs and to use initiative, judgement, sensitivity, and discretion to provide high quality, timely services.
- **Communication:** Proven communication and interpersonal skills to be able to liaise effectively, maintain positive working relationships with all levels of staff and to prepare a range of clear and appropriate documents to support operational effectiveness
- **Time management:** Capacity to work under general direction and apply initiative and time management skills, including the ability to use judgement in responding to both external and internal conflicting demands, cope with high volumes of work, changing priorities, and critical deadlines whilst at times, handling diverse complex issues.
- **Administrative:** Experience in the delivery of a range of administrative support services and in supporting the effective coordination of an office, including proficiency in the Microsoft Office suite.



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Who you will work with (key relationships)	Qualifications
Manager, OSHC Reform Principal Project Officer, OSHC Reform Business and Contract Manager, OSHC Operations	Essential: Nil Highly Desirable: A tertiary qualification in education, data science allied health, public health, social science, or social research.

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 license and be willing to drive 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: Nicole Cawley, Director, OSHC	
Date: April 2026		Date: April 2026	