

## JOB AND PERSON SPECIFICATION

<b>ROLE TITLE</b>	Senior Business Officer		
<b>CLASSIFICATION</b>	ASO5	<b>Position No.</b>	P60506
<b>TEAM</b>	Strategy and Governance		
<b>TYPE OF APPOINTMENT</b>	Term – 2 Years		
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>• Essential – n/a</li> <li>• Desirable – n/a.</li> </ul>			
<b>OUR VISION</b>			
All children and young people have access to high-quality education and care in safe, well-governed and well-managed services.			
<b>OUR VALUES</b>			
The Education Standards Board will uphold public sector values through its decisions, actions and interactions. In addition, we are committed to our values:			
<ul style="list-style-type: none"> <li>• Honesty &amp; integrity: We are consistent and fair in our actions to encourage openness and transparency</li> <li>• Professionalism: We have a culture that strives for excellence and aims to improve productivity</li> <li>• Sustainability: We respond to change and proactively improve</li> <li>• Collaboration &amp; engagement: We collaborate in our work practices</li> <li>• Accountability: We make decisions that comply with legislation, are ethical and are consistent with approved policy and procedure.</li> </ul>			
<b>CONTEXT</b>			
The <i>Education and Early Childhood Services (Registration and Standards) Act, 2011 (Act)</i> established our Statutory Authority called the Education Standards Board (ESB). The Act and associated legislation shape South Australia's approach to the registration and regulation of education and care services from early childhood to senior schooling.			
<b>ROLE PURPOSE</b>			
The Senior Business Officer supports organisational strategy by leading the development, coordination, and monitoring of strategic and business planning processes. The role also strengthens organisational capability through effective management and reporting of key governance frameworks, including risk, audit, business continuity, information management, and Freedom of Information. The position supports strategic and operational projects, ensuring strong planning, implementation, aligned with ESB priorities and legislative requirements. Reporting to the Manager, Corporate Services the position prepares high-quality reports, briefings, and correspondence for executives, the Board, and Audit and Risk Committee (ARC), including coordinating and contributing to the strategic plan and statutory publications such as the Annual Report. Working collaboratively across the ESB, the role increases staff awareness to enhance governance and supports strategic alignment and organisational performance.			
<b>REPORTING / WORKING RELATIONSHIPS</b> <i>(to whom the person reports; staff for whom the person is responsible; internal and external working relationships)</i>			
<ul style="list-style-type: none"> <li>• Reports to: Manager, Corporate Services</li> <li>• Direct Reports: Nil</li> </ul>			

**OFFICIAL**

<ul style="list-style-type: none"> <li>• Liaises with, staff across the organisation and supports senior management. Liaises with the Department for Education, government agencies and Ministerial Offices.</li> </ul>	
<b>SECTION A:</b>	<b>RESULTS TO BE ACHIEVED</b> <i>(the outcomes, outputs, services, tasks and products arising from the duties)</i>
<ul style="list-style-type: none"> <li>• Manages the development, monitoring and reporting of the ESB's strategic and business planning processes to ensure clear direction and measurable outcomes.</li> <li>• Supports strategic and operational projects by procuring services, developing project plans, tracking progress, and reporting status updates and outcomes to executives.</li> <li>• Prepare high-quality reports and briefings for executives, ARC and the Board to support informed decision-making.</li> <li>• Manage, continuously improve and audit various governance frameworks, including:             <ul style="list-style-type: none"> <li>○ risk management framework to support proactive risk identification, mitigation and reporting</li> <li>○ information management initiatives to strengthen compliance and recordkeeping quality</li> <li>○ WHS through monitoring WHS risks and reporting</li> <li>○ business continuity planning arrangements to ensure preparedness and effective response to disruptions.</li> </ul> </li> <li>• Lead the coordination and quality assurance of corporate publications, including contributions to the Annual Report and other statutory documents.</li> <li>• Contribute to Freedom of Information processes to ensure timely, accurate and legislatively compliant responses.</li> <li>• Build capability and engagement across the ESB by providing advice, tools and training on corporate governance, planning and compliance requirements.</li> <li>• Contributes to teamwork, promotes collaboration and inclusivity, and continuous improvement that aligns with ESB's cultural principles.</li> <li>• Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with ESB policies and procedures and complying with reasonable instructions of ESB management and WHS officers.</li> </ul>	
<b>SPECIFIC REQUIREMENTS</b> <i>(e.g. WHS, Act/Award, location, travel requirements, frequent overtime, etc.)</i>	
<ul style="list-style-type: none"> <li>• The successful applicant will be required to gain a Department of Human Services Working with Children Check, National Police Certificate and any other clearances as required prior to being employed and update as required.</li> <li>• Intra or interstate travel may be required.</li> <li>• Some out-of-hours work may be required.</li> <li>• Flexible working arrangements are available for this position.</li> <li>• May be required to wear a uniform.</li> <li>• Must be willing to participate in and developing performance development plans relevant to the duties of the role.</li> <li>• Compliance with Government legislation, Code of Ethics for the SA Public Sector, <i>State Records Act 1997</i>, ESB policies and procedures, including ethical / accountable resources and information management, WHS and injury management, risk management, and the access / equity /diversity strategies of the public sector.</li> <li>• The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.</li> </ul>	
<b>SECTION B:</b>	<b>ESSENTIAL SELECTION CRITERIA</b>
<ul style="list-style-type: none"> <li>• <b>Strategic and Business Planning</b> Demonstrated experience in coordinating and delivering strategic and business planning processes, for example analysing organisational priorities, undertaking procurement processes, facilitating planning activities, and producing planning documents and performance reports.</li> </ul>	

- Governance and Risk Management**  
 Proven ability to apply government governance frameworks by managing risk, information management, WHS and/or business continuity processes, ensuring compliance with relevant legislation, policies and standards.
- Analytical, Research and Reporting Skills**  
 Strong analytical and research capability with the ability to interpret complex information, develop options and recommendations, and prepare clear, concise and accurate reports and correspondence for senior audiences.
- Written and Interpersonal Skills**  
 Well-developed interpersonal and written communication skills, with the proven ability to build productive relationships, collaborate across teams, and communicate effectively with staff at all levels in a professional, tactful and influential manner.
- Project Management and Continuous Improvement**  
 Demonstrated experience in planning, delivering and monitoring projects, with a commitment to identifying and implementing business improvements that enhance organisational performance and efficiency.
- Teamwork and initiative**  
 Demonstrated ability to work in a team, be self-motivated, flexible, organised and exercise initiative under limited direction while actively showing a commitment to aligning individual contributions with cultural principles, and contributing to a safe, inclusive workplace aligned with WHS and Equal Opportunity legislation.

**SECTION C:****DESIRABLE SELECTION CRITERIA**

- Understanding of the role of the Education Standards Board as a statutory authority of the state of South Australia.

**SECTION D:****DELEGATE APPROVAL**

**Classified by:** Hannah Matthews  
 People & Culture Consultant  
 P&C Operations, Department for  
 Education



Date:

22/05/2026

**Approved by:** Benn Gramola, Chief  
 Executive, Education Standards  
 Board



Date:

22/05/2026