

# Position Description

## Administration 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 Aboriginal Education Directorate provides strategic cultural and policy advice on national and state policy direction in relation to Aboriginal education and contributes to the implementation of the Department’s Aboriginal Education Strategy. The Department is committed to a substantial improvement in the educational outcomes of Aboriginal children and young people.

The Administration Officer provides a range of administrative support functions within the Aboriginal Education Directorate. Reporting to the Senior Business Manager and working as part of the Business Services team, the Administration Officer works closely with directorate staff to support efficient operations and help achieve the directorate’s objectives and goals. The Officer provides administrative services to workgroups, clients, and stakeholders, contributing to the delivery and maintenance of effective work practices.



<b>Position title</b>	Administration Officer
<b>Classification</b>	ASO2
<b>Division</b>	Curriculum & Learning
<b>Directorate</b>	Aboriginal Education
<b>Location</b>	The Education Support Hub, Hindmarsh
<b>Reports to</b>	Senior Business Manager
<b>Direct reports</b>	Nil
<b>Role description date</b>	April 2026

## What you will do (key outcomes)

1. Provide a range of administrative support services to the Aboriginal Education Directorate, Business Coordinator, and Senior Business Manager, ensuring high-quality service delivery to both internal and external clients and stakeholders. Maintain confidentiality and apply established procedures in all administrative tasks.
2. Provide administrative support services as directed to the Aboriginal Education Directorate (including Business, Policy, Metro and Country Aboriginal Services, Aboriginal Voice Framework, WalkAlong) as well as to staff, clients and stakeholders.
3. Support Aboriginal Voice Framework (AVF) Implementation Manager by maintaining register and databases and assisting with AVF Training Sessions as directed.
4. Contribute to the achievement of the Directorate's objectives and goals by providing effective administrative support.
5. Support and contribute to the maintenance of efficient work practices within the team. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with department policy & procedure and cooperating and complying with reasonable instructions of the Department line management and WHS Officers.

## The capabilities you will bring (key competencies)

- **Teamwork:** Proven ability to access and apply information to support workgroup operations including working collaboratively as part of a team and independently with minimum supervision.
- **Communication skills:** Proven ability to select and apply effective communication and interpersonal skills to liaise effectively across a diverse range of people and cultures and to apply tact and discretion when dealing with sensitive and confidential matters.
- **Cultural Awareness & Respect:** Demonstrated understanding of, and respect for, Aboriginal and Torres Strait Islander cultures, with the ability to work in a culturally sensitive and inclusive manner that supports the values and objectives of the Aboriginal Education Directorate.
- **Discernment:** Ability to use initiative and judgement, to prioritise and coordinate workloads and meet deadlines under pressure.
- **Administrative skills:** Experience in a range of administrative clerical functions, with a sound of administrative practices and department systems, procedures, and protocols.

- **IT skills:** Experience in the establishment and maintenance of effective office systems and administrative support with experience in the use of Microsoft Office software, in particular advanced word, access, excel and outlook.
- **WHS:** Demonstrate 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
<p><b>Direct working relationships:</b></p> <ul style="list-style-type: none"> <li>• Senior Business Manager</li> <li>• Business Coordinator</li> <li>• Principal Policy Officer</li> </ul> <p><b>Internal Working Relationships:</b></p> <ul style="list-style-type: none"> <li>• Executive Support – Director of Aboriginal Education; Policy Team; Aboriginal Voice Framework; Metro and Country Aboriginal Services Managers and Teams; WalkAlong Initiative</li> <li>• Corporate staff</li> </ul> <p><b>External working relationships:</b></p> <ul style="list-style-type: none"> <li>• External vendors, stakeholders and non-government agencies</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 license and be willing to drive</p> <p>You will need to be on duty during core working hours, and may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You will need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p>

<p><b>Assessed by:</b> Valentina Lopez, P&amp;C Advisor, P&amp;C Operations</p>		<p><b>Approved by:</b> Bronwyn Milera, Director, Aboriginal Education</p>	
<p><b>Date:</b> April 2026</p>		<p><b>Date:</b> April 2026</p>	