

Role Description

General information

Title:	Ministerial Coordinator			Classification:	ASO4
Division:	Office of the Chief Executive	Branch:	N/A	Business Unit:	Ministerial and Cabinet Coordination Team
Type of Appointment:	Contract (12 months)	Hours of Duty:	37.5 Hours per week	Location :	Adelaide, South Australia

About us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

Purpose

The primary purpose of the role is to provide critical support to the Chief Executive and PIRSA Executive. The role manages communication and liaison between the Divisions of the Agency, the Chief Executive and relevant Minister's Office in relation to PIRSA matters, which ensures that PIRSA's strategic objectives are achieved.

The Ministerial Coordinator coordinates the receipt, recording, distribution and return of Ministerial and Chief Executive correspondence and parliamentary briefing note requests. This requires a sound level of initiative, political nous and judgement to liaise with Executives, managers and staff across PIRSA in ensuring sensitive, timely and appropriate documentation is provided to the Chief Executive and Minister's Office. The position utilises advanced knowledge of the Objective Workflow system to provide accurate advice, guidance, on-the-job training and records management retrieval services for PIRSA staff.

Key Accountabilities

- Responsible for the high level review and auditing of Ministerial correspondence, Chief Executive correspondence and parliamentary briefing notes, to ensure accuracy in terms of grammar, language and compliance with PIRSA, central agencies, and/or other key stakeholder format requirements.
- Overseeing documentation requested from the Chief Executive is followed up and relevant Divisional Executive Directors are informed when appropriate changes are made and relevant notations are saved in the Objective system.
- Ensures effective liaison and feedback between the Chief Executive's office and the Minister's office to ensure timely and mutual awareness of the progress of Parliament and Ministerial matters.
- The Division's goals and objectives are achieved through effective, accurate and timely administrative support for other projects, as required.
- Responsible for the advice, coordination, tracking and records management of all PIRSA Overseas Travel Proposals processes.
- Develops and maintains systems for managing correspondence and reporting.
- Provides backup support to the Manager, Ministerial and Cabinet Coordination, as required.
- Undertakes a variety of ad hoc tasks to contribute to the effective delivery of team priorities and departmental objectives.

Key Deliverables / Results

- Coordinating and tracking ministerial correspondence to the Ministers Office by effectively coordinating various document types across PIRSA and ensuring timely
- Provides expert advice, guidance, and on-the-job training is provided to PIRSA staff on the utilisation of Objective and the Workflow system and the processes associated with

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<ul style="list-style-type: none"> delivery of responses. Coordination of departmental wide responses to agencies within Government ensuring PIRSA's sectors issues are represented where relevant. Provides flow of information through PIRSA is facilitated by developing and maintaining key relationships and appropriate networks. 	<ul style="list-style-type: none"> ministerial correspondence and parliamentary briefing note processes. Providing a responsive, sensitive and informative first point of contact for referral for to internal and external customers and stakeholders. Communicates regularly with PIRSA staff to ensure parliamentary matters are progressed and responded to effectively.
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Relationships

<ul style="list-style-type: none"> Reports through the Manager, Ministerial and Cabinet Coordination to the Director, Office of the Chief Executive. Builds and maintains strong working relationships with the Chief Executive, Executive Directors, Ministers office(s), Executive Support Team staff, senior management and a wide range of PIRSA staff. 	<ul style="list-style-type: none"> Develops positive relationships with key staff of other State and Commonwealth Government departments.
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Requirements

<ul style="list-style-type: none"> Out of hours work may be required. You acknowledge your work, health and safety obligations and our expectations. This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role, you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Department requiring you to obtain a National Police Clearance (NPC) The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies. 	<h2>Qualifications</h2> <ul style="list-style-type: none"> Desirable: Knowledge of Ministerial, Cabinet, Executive Council and Parliamentary processes. Essential: Nil
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Capabilities

Capability	Behaviours
<p>Professional and Technical Knowledge</p> <p>Demonstrates and applies sound understanding and knowledge executive support, administrative processes, ministerial and parliamentary correspondence processes and records management, with in-depth knowledge of records and management requirements.</p>	<ul style="list-style-type: none"> Manages complex records management processes utilising advanced knowledge of the Objective and Workflow systems and proficiently utilises the MS Office suite of products. Experience in maintaining records in compliance with relevant legislation, Government and departmental records management policies and practices. Professionally liaises with a range of stakeholders and manages sensitive and confidential information. Demonstrates extensive knowledge of ministerial, parliamentary processes including the requirements of ministerial and parliamentary correspondence preparation. Maintains up to date knowledge and skills of all relevant aspects of administrative practices and systems. Demonstrates a sound knowledge of whole of government/PIRSA programs, policies, activities, structures and service functions.
<p>Initiative</p>	<ul style="list-style-type: none"> Actively supports and seeks new innovative initiatives and is responsive to change.

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<p>Acts autonomously within scope of duties; looks for alternative ways to ensure work is completed; anticipates problems and takes action.</p>	<ul style="list-style-type: none"> • Manages numerous tasks in priority order allowing sufficient time to meet deadlines. • Shows flexibility in coping with multiple and changing priorities, re-evaluates and renegotiates timeframes when unexpected situations arise
<p>Planning and Organising Manages own and others time efficiently, plans resource availability and use so that work is completed on time and in line with objectives.</p>	<ul style="list-style-type: none"> • Proven ability to achieve objectives within deadlines and make timely and well informed decisions. • Recognises and names problems clearly, framing them in a way which others can identify. • Sets priorities effectively, allocating and managing time and resources accordingly.
<p>Communication Communicates effectively with a wide range of people and expresses ideas clearly and coherently, both verbally and in writing.</p>	<ul style="list-style-type: none"> • Confidently communicates messages in a clear and concise manner using appropriate language. • Builds positive, genuine relationships in which to create shared frameworks and understandings • Shows tact and diplomacy in dealing with people

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Delegate Approval:	<i>avounasis</i>			Date:	29/01/2026
Approved and Classified by People and Culture:					