Landscape South Australia

LANDSCAPE SOUTH AUSTRALIA EYRE PENINSULA

Business Support Officer
Eyre Peninsula Landscape Board

Tenure: Term contract (2 years)
Classification: ASO3, $71,589 - $76,033
Hours of work: Fulltime (37.5 hours/week)
Reports to: Manager Planning and Business Support

About the role

The Business Support Officer is part of the Planning and Business Support Team. The role is responsible for the provision of professional, responsive and confidential administration services across the Eyre Peninsula Region, including meetings management, procurement and contract support management.

The role is also responsible for the efficient and effective administration work and customer service support communicating with stakeholders and team members as required.

About us

The Board is one of eight regional landscape boards and Green Adelaide that are responsible for supporting local communities to manage soils, water, pests, and biodiversity through the *Landscape South Australia Act 2019*. The Board invests landscape levies into regional priority issues as well as leveraging Australian Government funding towards managing and protecting our productive and natural landscapes.

The Eyre Peninsula region covers approximately 80,000 square kilometers and includes part of the upper Spencer Gulf, the city of Whyalla, across the southern boundaries of the Gawler Ranges, past Ceduna to the edge of the Nullarbor Plain and south to the fishing hub of Port Lincoln. The local economy is diverse and includes primary industries (cereal crops, sheep, cattle and viticulture), health and community services, manufacturing, retail trade, construction, education and training and mining. The majority of South Australia's aquaculture farming is also located in the region. The Eyre Peninsula supports a population of just under 60,000 people and is the traditional lands of First Nations peoples.

Key results/outcomes to be achieved

- Internal and external clients are provided with professional and respectful, high quality customer service, advice and information in relation to a range of Landscape Board matters.
- Business Team is supported to achieve outcomes through the provision of high standard administrative support and the contribution to the identification and implementation of business systems and process improvements.
- Services are provided for committee meetings (e.g. the WHS&W Committee), including the coordination and scheduling of meetings, preparation of agendas and papers, minute taking, action recording and monitoring.
- Support in the administration of accommodation and facilities, procurement and contract management, along with processing of financial transactions and reconciliations.
- Project support functions are thoughtfully considered, planned thoroughly and undertaken with due consideration for all colleagues involved.
- Correspondence and records are effectively managed and maintained in accordance with both SA Government legislation and board records management policy and procedure.
- A professional, friendly and high-quality level of customer service is delivered to all internal and external customers in person, by telephone, email and in writing. This will include front counter duties and a wide range of office functions, as required.

Key relationships

- Manager Planning and Business Support (line manager).
- Planning and Business Support Team.
- Senior Management Team and employees.
- Eyre Peninsula Landscape Board committee members.
- Stakeholders, volunteers, community groups, service providers, local government councils, Australian Government departments, and other public sector agencies and non-government organisations.

Special conditions

- Position is based in Port Lincoln, South Australia.
- May be required to work outside of the normal hours of work.
- A current class "C" driver's licence and willingness and ability to drive a government vehicle is essential.
- Develop and maintain productive and professional relationships with managers and stakeholders that align with the Code of Ethics for the South Australian Public Sector.
- Contribute to a safe workplace by accepting responsibility for own and others' safety, identifying and reporting hazards, and participating in consultation about health and safety matters.
- 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 Board requiring you to obtain a NPC.

Selection criteria

Knowledge, skills, abilities and experience

- Proven experience in delivering a range of effective and efficient administrative support services
- Proven organisation and time management skills, including the ability to manage a high volume of work, changing priorities and important deadlines
- Demonstrated attention to detail, commitment to quality output and continuous improvement
- Proven ability to accurately use the Microsoft suite of software applications including Word, Outlook, Excel and PowerPoint.
- Proven ability to work independently, contribute co-operatively in a team environment, and collaborate effectively with a range of people using clear written and verbal communication.
- Demonstrate appropriate and professional workplace behaviours and the ability to build and maintain effective and productive working relationships.
- Ability to apply safe work practices and be proactive about safety procedures.

Qualifications/Education

- An appropriate qualification in business administration (desirable)

Expectations and values

- Maintain a commitment to professional conduct in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to Equal Employment Opportunity (EEO), cultural safety and diversity in the workplace.
- Acknowledge and respect the cultural authority of Aboriginal and Torres Strait Islander people in line with the Landscape *SA Aboriginal and Torres Strait Islander Statement of Commitment*.

Approved by:	Jonathan Clark, General Manager	Date approved:	31/03/2025
Signed:		Date classified:	28/03/2025
Classified by:	Shona McManus, Art of Staff Pty Ltd		