

JOB AND PERSON SPECIFICATION

Title of Position: Executive Assistant, Offender Development	CORRECTIONAL SERVICES
Classification: ASO3	Position No: M30290
Location: Central Office	Division: Offender Development
Reports To: Executive Director, Offender Development	

JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Executive Assistant is responsible for providing an effective, personal, confidential secretarial and professional administrative support service to the Executive Director, Offender Development and other senior managers which contribute to the effective operation of the Directorate.

KEY STAKEHOLDER INTERACTION

The Executive Assistant is the primary point of contact for internal stakeholders and reports to the Executive Director, Offender Development. The position also provides administrative assistance to other senior managers in the Offender Development Directorate and is required to contribute to the delivery and maintenance of efficient and effective work practices.

BRANCH PROFILE

The Offender Development Directorate develops, implements and monitors forensic assessments, programs and psychological interventions based on best practice standards. The Directorate also develops and implements policies and procedures designed to enable interventions with offenders to occur in a coordinated manner which targets criminogenic needs and promotes community safety. The Directorate also utilises a framework across the Department for providing supervision and maintaining the quality of assessments, programs and interventions. The Directorate is responsible for the development, oversight and implementation of key department criminal and justice reforms. The Directorate leads and contributes to planning, development and evaluation of criminal justice policy, as well as managing the Departmental policy and procedure structure to ensure quality assurance and legislative compliance.

With a focus on assessment and intervention, the Directorate oversees the development of initial offender assessments, case management plans, the delivery of individual or group-based intervention in custodial and community settings, as well as the targeting of services to assist offenders with their reintegration and transition into the community. The implementation and monitoring of services through the Offender Development Directorate occurs through procedures, policies and frameworks developed with other directorates within the Department.

The Directorate comprises the functional units of Offender Rehabilitation Services; Sentence Management Unit; Strategic Policy, Projects and Partnerships; Principal Advisor, Women and Senior Advisor, Veteran Services and Principal Advisor, African Australian Services.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check;
- A current South Australian Driver's Licence is essential;

- A flexible approach to working hours is required;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

Provide the Executive Director, Offender Development with an efficient, confidential secretarial and professional administrative support service by:

- coordinating the Executive Director's diary to ensure appointments are scheduled and anticipated, responding to invitations and ensuring that urgent matters and emerging issues are brought to the Executive Director's attention;
 - monitoring incoming and outgoing correspondence, and maintaining a secure and confidential filing system;
 - administering systems to ensure important tasks are monitored, followed up and deadlines are met;
 - drafting and formatting confidential correspondence on behalf of the Executive Director and other senior managers;
 - screening documents forwarded to the Executive Director for accuracy and compliance with agency policies, procedures and standards.
- Arrange meetings and venues, prepare and circulate agendas, collate supporting papers and take minutes as required.
 - Arrange relevant documentation to be provided to the Executive Director prior to appointments and brief the Executive Director accordingly.
 - Assist the Executive Director to work efficiently and meet deadlines by regularly removing correspondence and files not in immediate use and ensure those matters are prioritised.
 - Contribute to the effective administration of the Offender Development Directorate by:
 - coordinating human resource processes including advertising positions, maintaining current job and person specifications, receiving and acknowledging applications, arranging interviews, and preparing documentation in relation to offers of employment, temporary contracts and assignments and administration of allowances
 - ensuring accurate employee leave and personnel staffing records are maintained;
 - assisting with the induction and orientation of new Divisional staff, including coordinating their office accommodation, furniture and equipment requirements;
 - coordinating access to information technology systems and access privileges for new staff in conjunction with the department's IT Help Desk;
 - arranging travel, accommodation and the preparation of itineraries for the Executive Director and other officers, in relation to local and interstate travel, including booking attendance at conferences and seminars;
 - procuring minor equipment, goods and services on behalf of the Division, including checking and certifying invoices to facilitate timely processing of accounts;

- reviewing Divisional office systems and procedures, and identifying opportunities to continuously improve efficiency and effectiveness.
- Undertake research and project work as requested by the Executive Director and Senior Managers in relation to Divisional issues.
- Facilitate the programs of official visitors by arranging tours, visits, travel and associated hospitality arrangements.
- Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.
- Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential:

Desirable:

PERSONAL CRITERIA**Essential Criteria**

- Experience in providing a high quality, effective, confidential and professional administrative support service using relevant information and communication technology, particularly the Microsoft Office suite of programs.
- Excellent time management and organisational skills including the ability to prioritise and produce accurate, high quality work within strict timeframes.
- Demonstrated communication and interpersonal skills to liaise effectively with a wide range of people and organisations within and outside government, with the proven ability to communicate clearly and concisely both verbally and in writing.
- Demonstrated ability to operate effectively as a team member and maintain positive working relationships.
- Proven ability to develop, maintain and improve office procedures and systems and provide general administrative support to a work unit, branch or Division.
- Demonstrated ability to work with minimal direct supervision and to exercise a high degree of initiative, judgement and resourcefulness.
- Proven ability to maintain strict confidentiality and to use tact and discretion.

Desirable Criteria

- Ability to undertake research/project activities under supervision.
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of the Department for Correctional Services organisational structure and the South Australian Justice system.
- Understanding of the responsibilities of Government employees in relation to the State Records Act.