



Role Statement

Role title	Executive Assistant	Classification	ASO6
Branch	SAFA	Type of Appointment	Ongoing
Section	Executive	Position Number	P63382
Approved by	Chief Executive, SAFA	Date	May 2026

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor.*
We work to ensure *South Australia is a thriving, prosperous State now and in the future.*

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

The South Australian Government Financing Authority (SAFA) functions as a central financing authority, captive

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insurer, provider of advisory services and manager of the passenger and light commercial fleet operations for the Government of South Australia, SAFA plays an integral role in the overall management of the State Government's finances and risks, harnessing economies of scale and high level of expertise to provide a range of treasury, insurance, commercial advisory and vehicle fleet management services to public sector clients, set by its strategic direction.

What this role is responsible for

- Controlling and managing the operation of the Executive Office by establishing and maintaining effective relationships, coordinating information and providing appropriate high level secretarial and administrative support to the Chief Executive, which includes monitoring and managing email correspondence to ensure appropriate and timely responses.
- Coordinating urgent enquiries on behalf of the CEO (as appropriate) ensuring resolution and quality control of responses ensuring conformity to Government policies and standards.
- Exercising a high level of autonomy and judgement in managing complex correspondence, briefings, and operational issues on behalf of the CEO, with responsibility for ensuring compliance with statutory and policy requirements.
- Managing the preparation and quality assurance of high-level briefings, reports, and presentations, ensuring consistency with SAFA corporate style guidelines and supporting informed executive decision-making.
- Coordinating and overseeing the resolution of urgent and sensitive enquiries on behalf of the CEO, ensuring timely and effective responses that conform to government policies and standards.
- Comprehensive high-level meeting and event coordination (e.g. interjurisdictional events) and management of CEO's travel arrangements (intrastate, interstate and overseas), including the preparation of itineraries and coordination of logistics.
- Undertaking peer review of briefing documents, correspondence and reports put forward by executive/management for the Chief Executive's consideration and signature.
- Proactively develop and maintain effective working relationships and strategic links with all SAFA staff, Board members, Office of the Under Treasurer and Treasurer's Office, and other stakeholders of all levels.
- Providing expert advice and consultation to the Chief Executive and broader Leadership Team on complex, sensitive, and high-impact matters.
- Providing strategic administration support to the broader Leadership Team as required, and providing back up support to the business services and governance teams as required.
- Assisting with the timely and effective management of the flow of correspondence, briefings, approval requests, and other documentation to the Office of the Under Treasurer ensuring consistency, high-quality output and maintaining professionalism and confidentiality in a sometime high-pressure environment.
- Proactively developing and maintaining effective working relationships and strategic links with SAFA staff, Board members, the Office of the Under Treasurer, Treasurer's Office, and other key stakeholders at all levels.
- Overseeing the continuous improvement of administrative systems, including the development and implementation of new systems and procedures to enhance agency performance.
- Contribute to upholding the integrity of SAFA records, information, data and business activities by ensuring documents are created, captured and managed in accordance with the State Records Act 1997, South Australian Government policies and procedures, and in line with the South Australian Protective Security Framework.

Who this role reports to

The Executive Assistant reports to the Chief Operating Officer, SAFA.

Key Relationships/Stakeholders

- Liaises with and provides support to SAFA Leadership.
- Interacts daily with SAFA management and staff.
- Liaises with the Office of the Under Treasurer and Treasurer's office as required.
- Other public sector agencies and statutory authorities.
- External stakeholders as required, e.g. e.g. Advisory Board members, interjurisdictional Treasury Corporations staff, auditors, service providers, relevant industry bodies.

Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
 - Nationally Coordinated Criminal History Check
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

Essential Expertise

- Sound understanding of the principles required to deliver executive assistant services to senior management in a sensitive and political environment.
- Excellent time management and organisation skills and ability to work independently or as a member of a team, under limited direction to deliver outcomes within agreed timelines.
- Demonstrated interpersonal skills and the ability to liaise, consult and communicate, both verbally and in writing, with a wide range of people and a proven ability to produce user friendly communication that is clear, concise and accurate.
- Proven ability to develop and maintain sound working relationships with people at all levels including stakeholders, other agencies and the private sector, while maintaining confidentiality in dealing with issues of a sensitive or political nature.
- Proven ability to anticipate needs, be proactive, amend priorities, and respond to changing circumstances and needs.
- Proven ability to analyse problems and demonstrate autonomy and initiative in developing and implementing alternative solutions and strategies, and to present findings in a clear and concise manner.
- Advanced interpersonal, negotiation, and communication skills, with the ability to influence and collaborate with stakeholders at all levels.
- Strong analytical and problem-solving skills, with the capacity to exercise autonomy and initiative in developing and implementing solutions.
- Demonstrated experience preparing agendas, minute taking and drafting and editing general correspondence, minutes and reports.
- Knowledge and understanding of government administrative and financial processes and functions.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

Desirable Expertise

- Qualifications in Business Administration or related field.
- Knowledge of roles, functions and protocols operating between SAFA, the Office of the Under Treasurer and the Treasurer's Office.

- Knowledge of the Objective record keeping system.