

Role Statement

Role title	Principal Advisor (Office of the CE)	Classification	ASO8
Branch	South Australian Government Financing Authority (SAFA)	Type of Appointment	Term
Section	Executive	Position Number	TBA
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

 <p>Talented, Clear Eyed and Curious</p> <p>We are analytical, evidence based, innovative and creative.</p>	 <p>High Performing</p> <p>We are known for achieving successful and timely outcomes.</p>	 <p>Trusted Partner</p> <p>We work better together. We lead, partner, and collaborate to help solve the big challenges.</p>	 <p>Agile</p> <p>We organise around opportunities critical to our state and are flexible in responding to challenges.</p>	 <p>Fulfilled and Fun</p> <p>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.</p>
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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 Principal Advisor (Office of the CE) acts as a key strategic partner to the Chief Executive, providing strategic leadership and oversight of executive coordination, managing critical stakeholder relationships and interactions, shaping priorities, and ensuring effective decision making to enable efficient program delivery to support the Chief Executive and achievement of SAFA's priorities. The role is accountable for the end-to-end coordination, quality assurance and timely delivery of high-level briefing materials, submissions and decision papers, ensuring alignment with organisational objectives and government priorities.

The position plays a central role in driving the alignment of messaging across SAFA's leadership team, managing competing priorities, and fostering collaboration across SAFA, DTF and key stakeholders. Exercising a high level of autonomy, judgement and influence, the role anticipates emerging issues, strengthens operational frameworks and drives a culture of excellence, accountability and high performance in executive operations.

What this role is responsible for

- Determine and set strategic goals and organisational priorities for executive programs, with responsibility for outcomes that have critical impact on SAFA's operations and the achievement of government objectives.
- Provide authoritative advice to support the Chief Executive and SAFA ELT in decision making.
- Provide leadership in the development, implementation, and review of effective executive governance cycles (e.g. leadership meetings, reporting, forward work plans), reporting cycles, and forward work programs.
- Build and manage strong working relationships with internal and external stakeholders, and where appropriate, represent the Chief Executive, to facilitate collaboration and timely outcomes.
- Oversee the end-to-end coordination of key briefing materials, submissions, and decision papers to ensure they are delivered efficiently and effectively on time, meeting quality standards, and aligning with SAFA priorities.
- Direct the flow of information and decision-making processes for the Chief Executive, ensuring the highest standards of accuracy, quality, and strategic alignment.
- Oversee the management of significant resources, including executive information, documentation, and program deliverables, with critical impact on agency operations and outcomes.
- Ensure the Chief Executive has adequate time and context to review materials, including providing summaries, highlighting key issues, and flagging risks.
- Support leaders in preparing for key meetings, forums, and engagements, ensuring consistency of messaging and alignment across the Branch.
- Act as a central point of coordination, helping to broker solutions, manage competing priorities, and foster a cohesive leadership culture.
- Exercise original thinking and creativity in the design and delivery of complex, high-impact programs, anticipating emerging issues and managing competing priorities.
- Monitor key deliverables and provide regular updates to the CE and SAFA ELT on progress, risks, and issues.

- Drive a culture of excellence, accountability, and high performance in executive operations.
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Who this role reports to

- Chief Executive, SAFA
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Key Relationships/Stakeholders

- SAFA Executive Leadership team
 - Office of the Under Treasurer and Office of the Treasurer
 - Other Executive leaders in DTF
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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.
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Essential Expertise

- Very high level of discipline knowledge and experience in leading major programs or initiatives of critical importance.
- Proven capacity for original thinking, creativity, and the exercise of significant independent judgement in the management of complex, high-impact programs.
- Demonstrated experience in the strategic planning, organisation, direction, and evaluation of major executive programs, with responsibility for significant resource management and critical outcomes.
- Strong capability to formulate, interpret, and implement policy instructions and strategic plans at an agency-wide or statewide level.
- Highly developed interpersonal and negotiation skills, with a proven ability to build and maintain effective relationships with senior executives and stakeholders across agencies.
- Proven capability to anticipate emerging issues, manage competing priorities, and ensure executives are supported to operate effectively.
- Strong capability in driving quality assurance processes for executive documentation, ensuring accuracy, consistency and alignment with organisational messaging.
- Ability to translate complex information into clear, concise and audience-appropriate messaging for senior executives.

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- Demonstrated ability to influence, negotiate and broker outcomes across competing priorities, including resolving bottlenecks and coordinating dependencies.
- Demonstrated ability to manage high-volume, time-critical workflows, including prioritisation of executive materials and competing business demands.
- 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

- Understanding of SAFA and the functions within the Department of Treasury and Finance, with experience in leading major programs or initiatives of critical importance to the agency or state.

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