

Position Description

Executive Support Officer

Why work with us

The Office for Early Childhood Development was created to champion change and to help build a system that gives all South Australian children a flying start to life.

Guided by the recommendations of the Royal Commission into Early Childhood Education and Care, the Office for Early Childhood Development is the steward of the early childhood development system in South Australia.

The Office is tasked with a significant responsibility: bringing together a holistic, connected system for early childhood development across South Australia, with the goal of reducing the rate of children entering school developmental vulnerable. Critical to this is the roll-out of universal 3-year-old preschool from 2026, giving every child access to 2 years of teacher-led, play-based early learning before school by 2032.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Executive Support Officer is accountable for coordinating and providing a high-level quality, comprehensive and confidential liaison, executive and administrative support service to Executive Directors and senior management within the Office for Early Childhood Development (OECD). The role works closely with the Executive Leadership Team on day to day matters to ensure the provision of high-level, proactive and organised administrative and secretarial support, including the application of timely and qualitative responsiveness to urgent matters.

The Executive Support Officer also provides a courteous, professional and responsive central point of contact for the Executive Directors, members of the Executive Leadership Team and divisional senior managers.

Position title	Executive Support Officer
Classification	ASO4
Division	Office for Early Childhood Development
Directorate	Office of the Chief Executive
Location	30 Flinders Street, Adelaide
Reports to	Manager, Executive Services
Direct reports	Nil
Role description date	March 2025

What you will do (key outcomes)

1. Manage and coordinate the appointments and diaries of Executives, ensuring scheduled appointments are anticipated, meetings and conferences are scheduled, and services such as travel arrangements, meeting papers and facilities, preparatory information and outcomes are effectively organised.
2. Support the day-to-day activities of the Executives, including coordinating effective office communication protocols and document tracking, ensuring all correspondence is addressed in a timely and appropriate manner, and relevant workload priorities for the division are managed.
3. Provide executive administrative support to the operations of the Executives and their teams, including minute-taking and ensuring monitoring and execution of action items.
4. Provide administrative support to the Office of the Chief Executive during high-volume periods in a fast-paced environment, requiring the ability to multitask and adapt to shifting priorities.
5. Maintain contact lists and information storage and retrieval systems, including file tracking and monitoring incoming correspondence, departmental files, emails, telephone/client/visitor enquiries, and initiating appropriate actions, including direct replies and redirection to appropriate officers.
6. Coordinate financial and HR activities, including processing invoices and reconciliation (credit card) in line with Treasurer's Instructions, and reviewing bona fides and monthly leave returns, in addition to assisting with recruitment tasks as required.
7. Build effective working relationships with key stakeholders across the agency, supporting a learning and cross-skilling culture with colleagues in the Office of the Chief Executive, and ensure that our Executives are kept informed of any urgent requirements and requests, including proactively alerting them to emerging issues and opportunities.
8. Support with business improvement and minor projects including background research, implementation of project outcomes into business practices, and assisting with stakeholder engagement.
9. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.


The capabilities you will bring (key competencies)

1. **Communication:** Established ability to communicate effectively, both verbally and in writing, with people at all levels, including the preparation of thoroughly researched, clear and concise written correspondence and briefings, and proven successful liaison and negotiation skills and the ability to maintain positive working relationships, including as a team member.
2. **Initiative:** Demonstrated capacity to work under limited direction and appropriately applied diplomacy, discretion, creativity, initiative and judgement in responding to external and internal demands in a politically sensitive environment.
3. **Organisational Skills:** Proven high-level organisational and time management skills, including incontestable ability to manage high volumes of work, changing priorities, conflicting demands and critical deadlines whilst handling several sensitive, confidential and sometimes complex issues.
4. **Coordination:** Proven successful experience in providing and coordinating the delivery of a comprehensive, confidential, high-level executive support and correspondence management service, including analysing and evaluating written information with due regard to urgency, accuracy, coherence, tone, consistency with policy and sensitivity of the subject matter.
5. **ICT Management:** Proven experience in using government-mandated management information and application systems (e.g., Microsoft suite of Office software, Objective or SharePoint), knowledge of government and parliamentary decision-making and administrative processes (e.g., Cabinet Submissions and Ministerial reports/briefings) and public sector management practices and procedures, use of platforms including BASWARE, Objective, ANZ EMS.
6. **Commitment to WHS:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
Direct working relationship: <ul style="list-style-type: none"> • Executive Directors, OECD • Executive Coordination Lead, Office of the Chief Executive OECD • Office of the Chief Executive, OECD. Internal working relationships <ul style="list-style-type: none"> • Site and corporate office leaders and executive assistants • Office of the Minister for Education, Training and skills 	Essential: Nil Desirable: Relevant tertiary qualifications

<p>External working relationships:</p> <ul style="list-style-type: none"> Professional associations, peak organisations, stakeholder groups, commonwealth and state agencies 	
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Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p>	<p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p>

<p>Assessed by: Jen Brady, P&C Consultant</p>		<p>Approved by: Kim Little, Chief Executive</p>	
<p>Date: March 2025</p>		<p>Date:</p>	