



# Role Statement

<b>Position title:</b>	Architectural Assistant	<b>Position no</b>	TBC
<b>Classification:</b>	PO1	<b>Review date:</b>	April 2026
<b>Directorate:</b>	Design strategy and Governance		
<b>Business unit:</b>	Office for Design and Architecture SA		

## About us

The Department for Housing and Urban Development leads South Australia's planning, housing and land functions to create liveable, sustainable communities and deliver quality homes and infrastructure for all South Australians.

The Office for Design and Architecture SA (ODASA), within the Department for Housing and Urban Development, promotes the value of good design, with the view that every new development has the potential to enhance quality of life, attract investment and reduce environmental impact.

ODASA supports high-quality design by:

- advocating for healthy, liveable neighbourhoods
- embedding design quality in planning and policy frameworks
- providing early, independent advice to shape significant public and private developments
- advising government agencies on the procurement of design services to maximise public value
- supporting design innovation, sustainable practices and the integration of smart technologies

ODASA is led by the Government Architect and brings together a multidisciplinary team with expertise in architecture, landscape architecture, urban design and urban planning.

**OUR VALUES:** Professionalism | Service | Respect | Courage and Tenacity | Collaboration and engagement | Trust | Sustainability | Honesty and Integrity |

## About this role

The primary purpose of the Architectural Assistant is to support ODASA and departmental projects through the provision of architectural, design and administrative assistance. The role contributes to the delivery of ODASA's programs, products and services by undertaking research, preparing documentation, assisting with project coordination, and supporting design review activities.

## Who will you work with

The Architectural Assistant reports to the Team Leader, Design Strategy and Governance, ODASA.

### Key Relationships/Interactions;

- Team Leader, Design Strategy and Governance, ODASA
- Government Architect, ODASA
- Executive Officer, ODASA
- Supervising Architect, Design for Government Architects, ODASA
- Team Leader, Design Review, ODASA
- Supervising Landscape Architect, Design for Government, ODASA
- ODASA Team
- DIT Staff
- Office of the Chief Executive
- Industry Stakeholders

## Conditions

- Some out of hours' work may be required.
- Some intra state, international and interstate travel may be required.
- Required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- Compliance with Government legislation, Code of Ethics for the SA Public Sector, Departmental policies and procedures, including information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Required to obtain a National Police Check prior to employment. A renewal will be required every 3 years.

## What you will do

### Key responsibilities

#### Project / Program Support

### Specified duties

1. Undertake and/or support professional projects and/or activities that may include design work, investigations, assessments, planning, change and improvement functions.
2. Assist in the preparation of information and advice to the Minister, Minister's Office and other stakeholders.
3. Maintain records and systems and contribute to the development of professional standards.
4. Liaise with internal and external stakeholders.
5. Assist in setup for Design Review
6. Provision of various administrative tasks to assist project delivery

### Performance indicator/ measurement

1. Outputs are accurate, high quality and aligned with departmental standards.
2. Projects and tasks are delivered on time and within scope.
3. Information and advice is clear, well-structured and fit-for-purpose.
4. Records and systems are maintained in accordance with policies and information management requirements.
5. Stakeholder relationships are positive, with timely and professional communication.
6. Risks, issues and delays are identified early and communicated appropriately.

#### Design Support

1. Undertake graphic design, proofing, and printing of publications and promotional material.
2. Assist with technical design tasks (architecture, landscape architecture and urban design).

1. Design outputs are completed accurately, on time, and meet departmental standards.
2. Technical design tasks are delivered to support project objectives.

#### Research

1. Undertake research, analysis, interpretation of findings and preparing documents, correspondence and reports that support the management of assigned programs,

1. Present findings and suggest ways to engage with stakeholders, including within government, industry and the community.

## Contribute to Culture

projects, systems and/or services.

1. Actively participate and contribute to responsible and safe work practices.
2. Embrace diversity and cultural differences in the workplace.

1. Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered.
2. Respectful behaviour observed when faced with diversity/differences in opinion.

## The capabilities you will bring

### Technical expertise

- Knowledge and understanding of the design industry, including architectural, urban design, and built environment practices relevant to departmental projects.(essential)
- Experience developing and designing digital and print media, and/or marketing material. (desirable)
- Proven ability to build and maintain relationships with a broad range of stakeholders and customers.
- Well-developed written and oral communication skills.
- Competent level of proficiency with Adobe Creative Suite, Microsoft Office and architectural design software, such as SketchUp, Revit, CAD or similar.(essential)
- Holds a Masters of Architecture.
- Minimum of one-year professional work experience relating to the above qualification.

### Personal abilities

- Demonstrates effective communication skills, with the ability to work collaboratively with colleagues and stakeholders.
- Shows initiative, adaptability and a willingness to learn in a professional team environment.
- Organises work effectively, manages competing priorities and meets agreed timeframes.
- Applies attention to detail in preparing documentation, research and project support materials.
- Contributes positively to team outcomes and continuous improvement activities.
- Demonstrates a commitment to developing professional and technical capability in architecture and design practice.

## Experience

- Experience in applying architectural or design knowledge in a project, educational, or professional context.
- Exposure to preparing design documentation, technical drawings, reports, and visual presentations.
- Experience using industry-standard software such as AutoCAD, Autodesk Revit, or other digital design and modelling tools.
- Experience coordinating or contributing to small projects, design tasks, or research activities, including supporting deadlines and team objectives.
- Demonstrated ability to work collaboratively within a team and communicate effectively with internal and external stakeholders.
- Experience in administrative support, documentation management, or project coordination is desirable.
- Experience working within government, with a sound understanding of government processes and administrative frameworks.