

Position Description

Business and Executive Support Officer

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

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 Strategy and Performance Division shapes and safeguards the direction, integrity and performance of South Australia’s public education system. By leading system-wide strategy and providing trusted insight and advice, we align evidence, policy and engagement to strengthen the system and solve complex challenges - enabling schools and preschools to support every child and young person to learn and thrive.

The Assessments and Collections Directorate is responsible for the efficient management, coordination and delivery of enterprise education assessments and a range of data collection and validation functions. This includes leading NAPLAN testing operations for South Australia as the South Australian NAPLAN Test Administration Authority and managing other enterprise-wide education assessments and collections including Progressive Achievement Tests, the Wellbeing and Engagement Collection, parent surveys and core school and preschool datasets.

The Business and Executive Support Officer is responsible for providing high-level administrative support to the Assessments and Collections Directorate, including provision of a high quality and comprehensive executive and administrative support service to the Director, Assessments and Collections.

Position title	Business and Executive Support Officer
Classification	ASO4
Division	Strategy and Performance
Directorate	Assessments and Collections
Location	31 Flinders Street, Adelaide with flexible working arrangements available
Reports to	Director, Assessments and Collections
Direct reports	Nil
Role description date	May 2026

What you will do (key outcomes)

1. Coordinate and provide high level administrative support services across the Directorate, including the provision of human resources and finance functions.
2. Ensure the seamless delivery of administrative and operational services, including maintaining registers, preparing agendas, and accurately recording meeting outcomes to support effective Directorate operations.
3. Lead and strengthen records management practices across the Directorate, ensuring compliance, accuracy, and continuous improvement in line with organisational requirements.
4. Manage and coordinate the appointment diary of the Director, Assessments and Collections providing advice in relation to invitations received, ensuring scheduled appointments are anticipated, working papers are prepared, meeting rooms booked, travel arrangements are managed, visitors are welcomed, and catering provided where appropriate.
5. Provide comprehensive administrative, email and records management support for the Director, consulting with others to ensure Directorate priorities are considered.
6. Adhere to policies, procedures and systems and ensure that processes are communicated, implemented, maintained and reviewed.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Business support:** Experience in delivering practical administrative and operational support, including purchasing activities, travel coordination, minute-taking, and records maintenance to enable effective business operations.
- **Executive support:** Proven experience in providing and coordinating the delivery of a high-level and confidential executive support service including managing an executive's diary, providing executive office and secretariat support, responding to correspondence, and coordination of actions and responses.
- **Communication:** Ability to communicate effectively, both verbally and in writing, with internal and external stakeholders at all levels, including the preparation of research, and clear and concise correspondence.
- **Organisational skills:** Proven high-level organisational and time management skills while working under limited direction, including ability to manage own workload, changing priorities and meet critical deadlines.
- **ICT Systems:** High-level of proficiency utilising systems, practices and processes related to the delivery of high-quality executive assistant and project support functions including information and records management applications and Microsoft office suite.

OFFICIAL

- **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
<p>Working relationships:</p> <ul style="list-style-type: none"> • Director, Assessments and Collections • Assessments and Collections Directorate employees • Strategy and Performance Division employees • Site and corporate office leaders and executive assistants, including the Minister’s Office • Corporate areas including ICT, Facilities, Finance • Other Government Agencies and Non-Government organisations (state, interjurisdictional, national) 	<p>Essential: Nil</p> <p>Desirable: Relevant qualification in project, government or business management.</p>

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

<p>Assessed by: Hannah Matthews, P&C Consultant</p>		<p>Approved by: Helen Thomas, Director Assessments and Collections</p>	
<p>Date: May, 2026</p>		<p>Date: May, 2026</p>	