



Role Statement

Role title	Training Support Coordinator	Classification	AS04
Branch	Shared Services SA	Type of Appointment	Contract Short Term
Section	Finance Reform Program	Position Number	TBC
Approved by	Matt Moffat	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 Training Support Coordinator will undertake a key role in the Finance Reform Program (FRP) being led by Shared Services SA to replace the Government's main financial management system (FMS), Masterpiece. The existing system, used by the majority of SA Government Agencies (excluding SA Health), was implemented 30 years ago and is reaching the end of its useful life.

The implementation of Oracle as the selected FMS, and best practice processes, will fundamentally change the way finance activities are performed across all in-scope Agencies and impact a broad range of stakeholders, including financial, ICT and operational teams.

The program of work includes the design and implementation of standardised business processes leveraging industry leading practices and out-of-the-box functionality, testing and deployment of Oracle across a wide range of government agencies; significant change management and stakeholder engagement activities; and execution of a fit-for-purpose training program that supports end user adoption.

The primary role of the Training Support Coordinator is to support the Training Team in undertaking office administrative support functions and activities.

What this role is responsible for

- Ensure the effective provision of high standard project and administrative support for the FRP Training Team.
- Support the coordination of training activities, including logistical arrangements, documentation, communications, dissemination of materials and other relevant tasks as required.
- Assist with the delivery of classroom training sessions, including providing floor support to trainers distributing training material, maintaining records and related tasks.
- Assist with system readiness for the FRP Training Program, including data preparation pertaining to user access and training process scenarios.
- Participate in testing activities, particularly Oracle Guided Learning content and defect fixes.
- Support Oracle testers and end users by delivering high quality customer service, managing queries through to completion, liaising with the wider program team and escalating matters as required.
- Assist with the development of course materials and resources that support training delivery including presentations, attendance sheets, evaluations.
- Maintain accurate and complete records of all key documents and decisions in accordance with the State Records Act 1997 and policies and procedures.
- Contribute to the promotion and implementation of Public Sector Principles and Practices and in particular Equal opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.

Who this role reports to

- The Training Support Coordinator is accountable to the Training Manager

Key Relationships/Stakeholders

- Training Team, FRP
 - Key contacts in client agencies across the Public Sector
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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

- Experience in the provision of administrative and project-based support services.
- Proven written and verbal communication skills in a professional environment.
- Experience in undertaking project-based activities including the coordination of small events.
- Knowledge of training and/or project support practices, particularly with respect to scheduling and customer service/communication.
- Proven ability to prioritise and organise work to meet deadlines, including managing competing demands and tasks in a demanding work environment.
- Ability to develop and maintain effective working relationships with people at all levels.
- Proven ability to identify problems and contribute to the development of practical solutions.
- Proven analytical ability to identify problems and develop practical solutions.
- 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

- Experience in working on large scale projects.
- Knowledge and experience in finance/accounting processes and systems.