



## ROLE DESCRIPTION

**ROLE TITLE:** Event Assistant

**AGENCY:** South Australian Motor Sport Board

**CLASSIFICATION:** ASO3

**BUSINESS UNIT:** Business Operations

**ROLE NUMBER:** P48465

**REPORTS TO:** Head of Business Operations

**ROLES REPORTING TO THIS ROLE:** Nil

**BUDGET:** Nil

### ROLE PURPOSE:

The Event Assistant provides administrative and coordination support across SAMSB, contributing to the effective delivery of events and day-to-day operational activities.

The role supports a range of administrative functions including meeting coordination, minute taking, phone and email enquiries, document preparation and general business support, while also providing backup support to front of house functions as required.

### KEY OUTCOMES OF ROLE:

1. Provide administrative support across event and business activities, ensuring tasks are completed accurately and within agreed timeframes.
2. Coordinate meetings including scheduling, preparation of agendas, minute taking and distribution of actions and supporting documentation.
3. Respond to phone, email and general enquiries, ensuring professional and timely communication with internal and external stakeholders.
4. Prepare and maintain business documentation, records, correspondence and filing systems in accordance with organisational requirements.
5. Support event preparation and delivery activities through administrative coordination and logistical support as required.
6. Provide front of house and reception backup support during periods of leave or peak operational demand.
7. Assist with procurement, invoice processing and other general administrative activities in accordance with established procedures.
8. Contribute to a positive and collaborative team environment by providing general administrative support across business units as required.

### KEY RELATIONSHIPS / INTERACTIONS:

- Head of Business Operations - direction, workflow coordination and support
- Internal Teams - administrative support and coordination of activities
- Front of House/Reception Functions - backup support and information sharing
- Suppliers and Service Providers - coordination of routine administrative matters
- External Stakeholders and Visitors - enquiries, communication and customer service support

**SPECIAL CONDITIONS:**

- Applicants will be required to work extended hours leading into and during major events.
- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
  - Nationally Coordinated Criminal History Checks (NCCHC) (required for all roles)
  - Working with Children Check
  - Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

**KEY SELECTION CRITERIA:**

- Demonstrated experience in an administrative support or customer service role.
- Strong organisational skills with the ability to manage routine tasks and competing priorities.
- Experience coordinating meetings, preparing documentation and taking accurate minutes.
- Well-developed verbal and written communication skills, with a professional and customer-focused approach.
- Ability to work collaboratively within a team environment and provide support across a range of activities.
- Demonstrated attention to detail and ability to follow processes and procedures.
- Proficiency in Microsoft Office and general business systems.
- Interest in events, operations or major event environments is desirable.

**PURPOSE**

- Making a difference so South Australia thrives

**VISION**

- The Heart of government

**DPC VALUES**

- Curious
- Courageous
- Connected

**SOUTH AUSTRALIAN PUBLIC SECTOR VALUES**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Trust</li> <li>▪ Service</li> <li>▪ Professionalism</li> <li>▪ Respect</li> </ul> | <ul style="list-style-type: none"> <li>▪ Collaboration and Engagement</li> <li>▪ Honesty and Integrity</li> <li>▪ Courage and Tenacity</li> <li>▪ Sustainability</li> </ul> |
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**CORPORATE RESPONSIBILITIES**

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.



## CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

### Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction
- Understands and supports organisational goals and business objectives
- Responds in a positive and flexible manner to change and uncertainty
- Identifies, defines and solves problems that may impact on own work objectives
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes

### Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results
- Understands how work practices are governed by Public Sector legislation, regulations and policies
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes
- Applies specialist expertise of self and others to achieve business outcomes

### Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards
- Promotes a strong customer service culture by understanding needs
- Assists and supports financial monitoring, procurement and contract procedures

### Builds Positive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

### Displays Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance & seeks feedback from others. Recognises how behaviour impacts on others
- Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained