

Landscape South Australia

Position Description | December 2025

Team Leader Business Support | Hills and Fleurieu Landscape Board

Classification and Salary: ASO5 \$92,122 – \$102,456 per annum

Hours of work: Full time (37.5 hours per week), with flexible work arrangements.

Reports to: Manager Business & Governance

About the role

The Team Leader, Business Support, together with their team, provides essential support to the Manager, Business & Governance across a range of functions that ensure the effective operation of the organisation. This includes delivering high-quality, efficient, and confidential administrative services to the General Manager, the Board, and its sub-committees. This support includes but is not limited to, high level executive officer services, coordinating and responding to requests from the Minister's office, the Department for Environment and Water and other stakeholders, as well as the provision of governance and legislative advice where required. In addition, the role assists the Manager, Business and Governance with projects relating to the Business and Governance program as required.

About Landscape SA

The Hills and Fleurieu Landscape Board (HFLB) is one of nine regional boards in South Australia, including a metropolitan board called Green Adelaide, that support their local communities to manage soils, water, pests, and biodiversity. These boards invest landscape levies into regional priority issues as well as leveraging Australian Government funding towards managing and protecting our productive and natural landscapes. More information can be found [here](#).

Our people are local experts and connectors. We are passionate about our work and understand the need for urgent and ambitious action to overcome the challenges facing our landscapes. We walk together with First Nations people, landholders and the broader community to care for land, water and nature.

About the Hills & Fleurieu Region

The Hills and Fleurieu region is the traditional lands of the Ngarrindjeri, Peramangk and Kaurna Nations. The Mount Lofty Ranges is one of Australia's 15 biodiversity hotspots, with half of the state's native plant species and three quarters of its native bird species. Our landscapes support diverse primary production, including grazing, forestry and world-class wine industries. Groundwater and surface water underpin our agricultural productivity, public water supply and water dependent ecosystems. The region has a mosaic of small and large properties, and is home to strong, connected communities.

Key Outcomes

- Identifying and delivering improvement initiatives and projects to support the Business and Governance function.
- Effective, proactive and confidential executive, administrative and project support services are provided to the General Manager, Board Members, Landscape Executive and Leadership Teams.
- Board and respective sub-committee meetings are provided with high level executive officer support, including coordination, preparation and distribution of accurate Agendas, Minutes and relevant papers in an efficient and timely manner.
- Effective working relationships are established and maintained with employees, Board Members and relevant stakeholders.
- Coordinate and administer the Board Member induction, Board Governance and Legislative Compliance processes.
- Manages and respond to complex Freedom of Information (FOI) requests under limited direction by interpreting and applying legislation, liaising with stakeholders, exercising independent judgment, and issuing final determinations.
- Regular and consistent communication with other Executive Officers, Executives and staff throughout the regional landscape boards is undertaken, as well as the attendance at a regular meeting of the Executive Officers' group, for the input into new processes or systems and resolution of common issues.
- Board and Committee Member reimbursement and allowances are processed and reconciled accurately and within payroll processing timeframes.
- Employees reporting to this role are provided with direction and guidance and are empowered and motivated to deliver the work of the Business Support team.

Key relationships

- General Manager
- Manager Business and Governance
- Landscape Executive and Leadership Team
- Chair and Members of Board and Committees.
- Business & Governance Team
- Employees across the HFLB
- Executive Officer Cohort across Landscape Boards and DEW
- Stakeholders across Landscapes South Australia.

Other requirements

- This position is based at Mount Barker.
- Some out of hours work may be required.
- Must hold a current driver's licence and be willing to drive (essential).

- All staff are encouraged to wear the appropriate uniform in any public setting to represent the Board in a professional manner.
- Incumbent is required to undertake and successfully complete accredited and non-accredited Freedom of Information Officer training.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role, you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Board requiring you to obtain an NPC.

Selection Criteria (Technical/Professional Knowledge and Experience)

Please note each of the selection criteria listed below must be addressed when applying for this position.

Essential

- Demonstrated experience providing efficient and professional administrative support for senior managers and/or executives.
- Demonstrates experience in the provision of executive officer services for Boards, committees and/or executive meetings.
- Demonstrated experience clearly, accurately and concisely composing and formatting documents in line with approved style guides, such as agendas, minutes, letters, briefings and meeting minutes.
- Demonstrated ability to successfully lead and manage a multi-disciplinary team and create a positive and collaborative team culture.
- Demonstrated experience coordinating and setting up events.
- Demonstrated experience meeting deadlines and managing competing priorities.
- Demonstrated experience problem solving and raising issues where needed with Management.
- Is aware of the responsibilities of the work area in the context of the Agency.
- Demonstrated proficiency in the use of the Microsoft suite of software applications.
- Demonstrated proficiency in and knowledge of professional secretarial and administrative support services for senior management.

Desirable

- An understanding of the *Freedom of Information Act 1991*.
- A certificate in Business Administration or similar is desirable.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and other's safety.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

Corporate Responsibilities

- Demonstrates appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Actively promotes the organisation's purpose, values and behaviours.
- Maintains a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Actively participates in the Government's bi-annual Performance Review and Development Program.
- Demonstrates appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Keeps accurate and complete records of business activities in accordance with the *State Records Act 1997*.

More information

Renee Clark

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Further information about Landscape SA can be found at www.landscape.sa.gov.au

Landscapes Hills and Fleurieu Values

Our values guide how we work at Landscapes Hills and Fleurieu – they are the cornerstones of our culture.

 Walking together A spirit of teamwork, collaboration and partnership. We walk together with First Nations people, landholders and the broader community to achieve a sustainable natural environment for the future. We connect and partner with others to build local capacity and knowledge and we celebrate and champion their ideas.	 Inspiring action We are action-oriented and outcome-focused. We are bold and ambitious. We seek to inspire and motivate, creating positive change with and for our community. We are passionate about our work, and act with urgency as we build capacity and stewardship for our uniquely biodiverse and productive landscapes	 Leading the way As inspirational leaders, we lead the way in overcoming the challenges facing the landscapes of the Hills and Fleurieu. We combine our expertise and local knowledge to champion best practice and help our community play their part in sustaining our biodiverse and productive landscape for the future.	 Future focused We are focused on the future and achieving the vision of biodiverse and productive landscapes cared for through community stewardship. We want to do more than manage landscapes - we want to regenerate them so they thrive into the future. We will understand and care for our people, land, water, nature and climate in an integrated way
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The Hills and Fleurieu Landscape Board acknowledges First Nations people as the first people of the lands and waters where we live and work. We respect the Peramangk, Kaurna, and Ngarrindjeri peoples, past and present, who have cared for Yerta/Ruwe for generations, nurturing its life, stories, and landscapes.

We recognise their deep knowledge, spiritual belonging and enduring connection to Country. We are committed to walking alongside First Nations, listening, learning, and working together to protect and restore these lands and waters.

Division:	Landscapes SA	Date approved:	04/03/2026
Branch:	Hills and Fleurieu Landscape Board	Classified by:	Art of Staff – S McManus