

Landscape South Australia

Role Description

Senior Business Services Officer | Limestone Coast Landscape Board

Tenure: Term contract until 27 April 2027

Classification: ASO3

Hours of work: Fulltime (37.5 hours/week)

Reports to: Team Leader Business Services

Direct reports: nil

The Limestone Coast Landscape Board promotes diversity and flexible ways of working including part time. Applicants are encouraged to discuss the flexible working arrangements for this role.

About the role

The Senior Business Services Officer performs administrative and corporate functions that support delivery of Limestone Coast (LC) Landscape Board projects. The role is responsible for financial, human resources, records managements and asset management processes, and provides general administrative support to landscape management project teams as required.

About the Limestone Coast Landscape Board

Through the *Landscape South Australia Act 2019* (Landscape Act), eight regional landscape boards and Green Adelaide support their local communities to manage soils, water, pests, and biodiversity. Landscape boards invest landscape levies into regional priority issues as well as leveraging Australian Government funding towards managing and protecting our productive and natural landscapes.

The Limestone Coast region is home to a number of internationally recognised wetland systems, including the Ramsar-listed Bool and Hacks Lagoons and part of the Coorong and Lower Lakes Wetlands, and an extensive network of limestone sink holes and caves, including the World Heritage Listed Naracoorte Caves.

Key regional industries include plantation forestry, wine/viticulture, agriculture, dairy, potatoes and fishing/aquaculture.

The region is the traditional lands of the Meintangk, Potaruwutij, Bunganditj, Ngarrindjeri, Tatiara/ Ngarkat and Tanganekald (Southern Clans) First Nations peoples.

Key results / outcomes to be achieved

- Prepare accurate financial reports, leave reconciliations, and general ledger journals on a monthly basis, and maintain the contracts and grants register as required.
- Prepare and monitor reports on outstanding debtors, and administer debt recovery procedures.
- Coordinate selection panel processes, assist with the onboarding of new employees, and administer employee training and attendance records (Timewise).
- Support the management of LC Landscape Board assets by scheduling repairs and maintenance, and liaising with lease providers.

- Identify and implement business process improvements, including development of forms, templates, policies and procedures.
- Maintain documents and official records in accordance with legislative requirements and agency procedures.
- Provide general administrative support to LC Landscape Board employees and project teams.
- Contribute to a safe workplace by accepting responsibility for own and others' safety, identifying and reporting hazards, and participating in consultation about health and safety matters.

Key relationships

- Limestone Coast Landscape Board employees and board members
- Team Leader Business Services
- Manager Business Services
- External providers of corporate services including Fleet SA, LeasePlan, Department for Environment and Water, Shared Services SA, Department of Treasury and Finance

Special conditions

- Position is based in Mount Gambier
- Current class C driver's licence is desirable
- Appointment will be subject to a satisfactory criminal history check
- Will have the opportunity to participate in fire management or associated duties
- Some out of hours work and intrastate travel involving overnight absences from home may be required
- Required to participate in the LC Landscape Board's Performance Development and Review Program

Key selection criteria

Knowledge, skills, abilities and experience

- Experience in the provision of administrative and financial services
- Ability to prepare a range of professional documents and reports for both internal and external audiences
- Ability to interpret and apply government and agency policy and procedures in relation to information and records management
- High proficiency in using Microsoft 365 applications
- Exemplary interpersonal and communication skills, including ability to manage conflict to maintain positive relationships and achieve win-win outcomes
- Experience in the provision of customer service to a range of internal and external customers

Qualifications / Education

- A qualification in business and/or finance is desirable

Expectations and values

- Maintain a commitment to professional conduct in line with the Code of Ethics for the South Australian Public Sector
- Maintain a commitment to Equal Employment Opportunity (EEO), cultural safety and diversity in the workplace
- Acknowledge and respect the cultural authority of Aboriginal and Torres Strait Islander people in line with the *Landscape SA Aboriginal and Torres Strait Islander Statement of Commitment*

APPROVED