

Murraylands and Riverland Landscape Board

Position Description

Business Support Coordinator Murraylands P26270

Tenure: Fixed Term Contract

Classification: ASO4

Hours of work: Fulltime (37.5 hours/week)

Reports to: Team Leader, Business and Governance

Direct reports: P26270 (2)

The Murraylands and Riverland Landscape Board promotes diversity, and flexible ways of working including part time hours and opportunities to work from home. Applicants are encouraged to discuss the flexible working arrangements for this role by contacting the hiring manager for this role.

About the role

The Business Support Coordinator roles are responsible for a range of functions that contribute to the effective operation of the Murraylands and Riverland Landscape Board, its advisory committees and offices.

The role provides accurate and timely advice on agendas, papers and processes and undertakes a detailed quality control service for the board and its committees, ensuring board and committee meetings are well managed.

The role also assists the Business Support Team Leader with projects relating to the organisation's facilities and other minor projects as required.

About the Murraylands and Riverland Landscape Board

The Murraylands and Riverland Landscape Board is a statutory body with a focus on enhancing, conserving, and sustaining the landscapes of our impressively diverse region. Spanning vast natural environments and productive agricultural lands, our foremost focus is to collaborate with the region's communities across projects that empower people to be at the heart of landscape management.

Our teams work across projects to [conserve native flora and fauna](#), [manage pest plants and animals](#), and improve the health of the [wetlands and floodplains along the River Murray](#). Our [sustainable agriculture team](#) works to drive on-farm productivity, while our engagement team collaborates with [First Nations](#), [young people](#), [volunteers](#) and [citizen scientists](#) to build the skills and capacity of our greatest asset – our people.

Frontline staff are supported by a dynamic team of professionals working behind the scenes in roles ranging from finance and governance through to communications, planning, information management, monitoring and evaluation, investment support and more, working as one team to deliver for our region.

The landscape board employs around 85 staff with offices located in Berri and Murray Bridge, with satellite sites in Lameroo, Cambrai, and Karoonda.

Find out more about the [role of the landscape board and the work we do](#).

About our culture

People are at the heart of everything we do. Whether it's engaging with the region's landholders or creating a supportive environment for our staff, people are always at the forefront.

Reflecting this is an organisational culture that nurtures, empowers and develops staff to create real impact through the work they do. Landscape board employees' skills are developed through ongoing training, education and mentoring opportunities, and leadership programs with the opportunity to grow through promotional opportunities. We offer highly flexible working conditions including the ability to work from home and schedule your work around personal commitments.

Key results of the position

- Specific business improvement initiatives and projects are undertaken and delivered effectively in a timely manner.
- Staff and Executive Leadership Team members are provided with high quality and efficient business support services including the preparation of correspondence and reports, spreadsheets and PowerPoint presentations and follow up of urgent enquiries and action items.
- An effective and high quality project support service is provided to the board and its committees.
- Professional, friendly and high quality customer services are delivered to all internal and external customers through appropriate and effective communication.
- Compliant records management practices are supported in the region, including advice and training in the creation, storage, retrieval, archival and/or destruction of hard copy and electronic records.
- Management is supported in the continuous review and streamlining of administrative systems and procedures which assist in the delivery of efficient and effective services.
- Meetings (including regional field trips) are well coordinated, with agenda and papers prepared and distributed in an efficient and timely manner and a correct record of meetings and business is kept.
- Correspondence including Minister's correspondence, board appointments, annual reports, letters and other reports are developed in accordance with organisational business standards.
- Advice is provided to chairs, board members, staff and relevant stakeholders on the various aspects of government legislation, particularly the *Landscape South Australia Act 2019*, service level agreements and board delegations.
- Effective relationships are developed with stakeholders and staff to facilitate efficient and aligned support services.
- Effective support is provided to the Team Leader of Business and Governance by coordinating facilities maintenance and projects within the office.
- Promote a positive and collaborative organisational culture by creating a welcoming and well-maintained office environment.
- Contribute to a safe workplace by accepting responsibility for own and others' safety, identifying and reporting hazards, and leading and participating in workplace safety procedures and programs.

Key relationships

- Murraylands and Riverland Landscape Board employees and board members
- Chairs and members of the relevant board, working groups and committees.
- DEW Governance including Landscape Services.

Special conditions

- The position is based at Murray Bridge
- A current minimum class C driver's licence and willingness and ability to safely operate a 4WD is required.
- 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 Murraylands and Riverland Landscape Board's Performance Development and Review Program.

Key selection criteria

Knowledge, skills, abilities and experience

- Is able to accurately, clearly and concisely compose documents such as letters, memos, agendas and record minutes.
- Can effectively check work for correct spelling and formatting in line with expected standards and protocols of the organisation.
- Uses common sense and past experience to approach problems and provide options to their manager.
- Prioritises work and allocates time appropriately.
- Monitors workload and communicates difficulties to the manager in a timely manner.
- Experience in leadership, fostering staff development, and enhancing performance.
- Knowledge of the Landscape South Australia Act (2019) is desirable

Qualifications / Education

- A certificate in Business Administration or similar is desirable but not essential
- A current First Aid Certificate 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*.

Division:	Landscapes SA	Date approved:	22/11/2024
Branch:	Murraylands & Riverland Landscape Board	Classified by:	Art of Staff – Shoana McManus