

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Executive and Project Officer

Division: Biodiversity and Nature Economy

Classification Level: ASO4

Branch/Unit: Office of the Director /
Conservation and Wildlife Branch, and Native
Vegetation and Pastoral Management Branch

CHRIS Position Number: M20043

Reports to (Title): Director Conservation and
Wildlife

About the Agency – [Department for Environment and Water](#)

About the Role

The Executive and Project Officer provides highly effective, responsive and confidential administrative services to the Director, Conservation and Wildlife and the Director, Native Vegetation and Pastoral Management. The role is responsible for the efficient operation and coordination of the Directors' diary, travel arrangements, document/correspondence management, including preparation of reports, letters, files, minutes and information systems. The role also provides executive support for committees, events organisation, monitors task and risk registers, and undertakes projects and research when required by the Directors.

The Executive and Project Officer plays a key role in facilitating emerging and sensitive issues on behalf of the Directors and coordinating minor projects, including supporting the broader initiatives of each Branch. Project support functions include research and analysis, coordinating project timeframes, developing recommendations, stakeholder engagement and reporting.

Key Role Outcomes

- A professional and confidential executive support service is provided to the Director/s, including advice and support on key management and/or administrative issues.
- Effective working relationships and networks are developed and maintained with key stakeholders, ensuring a high level of customer service (written and verbal) at all times.
- Enquiries, issues and urgent matters are promptly managed and/or directed to appropriate contacts.
- Documents are critically analysed for political sensitivity and risk.
- Effective project coordination, scheduling and administrative support is provided, including the delivery of minor projects within defined scope, in support of achieving Branch strategic objectives.
- Committees and meetings are well coordinated, with minutes, agendas and supporting papers distributed in a timely and efficient manner.
- Practical options and/or solutions are presented in an effective manner and reflect legislation, policies and guidelines.
- Office systems, practices and procedures are regularly reviewed, with a focus on continuous administrative improvement and high-quality customer service. This includes file and information management of the Branches and their teams.

- Actively contributes to building a positive, collaborative and professional culture within the Branches and broader Division and participates as part of the Divisional Executive Assistant and business support team.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Demonstrated experience working as an Executive Assistant, including diary and email management, with proven ability to accurately, clearly and concisely compose documents such as letters, memos and record minutes.
- Experience in managing and scheduling meetings and appointments accurately and in a timely manner, ensuring efficient coordination and smooth workflows.
- Proven communication skills, both verbally and in writing, to deliver clear messaging in a professional manner.
- Proven ability to effectively manage and prioritise workload by planning tasks and allocating time appropriately, using tools to ensure deadlines and work objectives are consistently met.
- Demonstrated customer service focus that involves proactive collaboration with key stakeholders and a positive experience for the business.
- Ability to problem solve, investigate issues, critically examine possible causes and identify solutions.
- Experience in coordinating programs and/or projects including planning, stakeholder liaison, and managing timelines and deliverables.
- Consistently delivers accurate, high-quality written work that meets organisational standards and protocols.

Desirable Criteria

- Demonstrated knowledge of SA public sector business management and corporate governance requirements and communication protocols.
- Knowledge and/or understanding of Ministerial, Cabinet, Parliamentary and legislative processes as they apply to Government agencies.
- Ability to work with multiple teams and, where appropriate, coordinate and liaise to ensure activities and outcomes.

Key Relationships/Interactions

- Works collaboratively with the members of the Conservation and Wildlife, and Native Vegetation and Pastoral Management Branches and the Divisional leadership team.
- Builds a strong working relationship with staff of the Office of the Executive, Director Biodiversity and Nature Economy, and DEW Executive Assistants, business support officers and agency-wide staff to ensure the delivery of business and administrative responsibilities.

Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.

- Prior to being employed, the successful candidate will be required to provide a valid Nationally Coordinated Criminal History Check (NCCHC), which is required to be renewed every three years. DEW will cover the cost of renewal.
- Intrastate and remote area travel may be required.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Motivating Others • Thinking and Acting Strategically	• Uses own drive to foster energy and a sense of achievement. • Can identify and articulate potential issues and implications.
Achieves Results	• Delivering Effective Outcomes • Making Decisions	• Develops and communicates clear and realistic goals/expected outcomes for projects and tasks. • Works with key stakeholders to problem solve overcoming challenges and facilitate the achievement of outcomes. • Makes timely decisions for their area of responsibility • Knows when to seek further information, clarify issues or involve others in decision making process.
Drives Business Excellence	• Facilitating Quality and Continuous Improvement	• Monitors and questions the effectiveness of existing practices within the team. • Keeps abreast of developments within the Group/Agency. • Acts as a role model by striving to deliver quality outcomes even when under pressure.
Forges Relationships and Engages Others	• Using Political Savvy • Establishing and Maintaining Networks	• Demonstrates understanding of the broader organisational structure in making decisions and knows when to raise a sensitive issue with their manager. • Builds trust in relationships through maintaining confidentiality and 'following through'.
Exemplifies Personal Drive and Professionalism	• Modelling Public Sector Values • Displays Flexibility and Resilience	• Earns respect and builds trust by being personally reliable and following through on commitments. • Is flexible in handling changing priorities. • Adapts to new situations while maintaining achievement of outcomes. • Presents a positive and composed manner even in stressful situations.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people and act in accordance with the Child Safe Environment Policy and Procedure at all times.

Date Delegate approved original classification:	19/6/2026	Original Class method:	Full
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