



Role Statement

Role title	Ministerial Fleet Support Officer Business and Engagement Services	Classification	ASO4
Branch		Type of Appointment	Temporary
Section	Electorate Services Director, Business and Engagement Services	Position Number	P3547
Approved by		Date	3 June 2026

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

Business and Engagement Services is a multi-disciplinary branch that delivers a range of corporate capabilities to the Department of Treasury and Finance (DTF). These services include Strategic Communications and Engagement, Facilities, Governance, Risk and Assurance and Electorate Services.

Electorate Services provides a range of services to Members of Parliament in the areas of human resources, payroll, accommodation, security, procurement and financial management. Electorate Services also oversees the management of the Ministerial chauffeur service.

What this role is responsible for

The Ministerial Fleet Support Officer provides administrative and operational fleet support services, assisting the Manager Chauffeur and Ministerial Fleet to ensure the delivery of professional, safe and secure chauffeur services are provided to Ministers and approved clients within the Parliament of South Australia.

The incumbent will be expected to:

- Provide HR and payroll support, including but not limited to processing timesheets for payment, reviewing Bonafide reports, preparation of employment documentation and contracts of employment for Ministerial Chauffeurs
- Assist the Manager Chauffeur and Ministerial fleet with the allocation and assignment of Ministerial Chauffeurs to clients to ensure continuity of services
- Supporting the Manager Ministerial Chauffeur to coordinate training and development programs for Ministerial Chauffeur's
- Coordinating maintenance for the Ministerial/VIP vehicle fleet in the areas of servicing, repairs and cleaning, ensuring services are performed in accordance with Departmental guidelines.
- Supporting the Manager Chauffeur and Ministerial Fleet to manage leasing arrangement for fleet vehicles, ensuring compliance with lease agreements, including ordering of vehicles, calculating lease terms, return or changeover of vehicles, and damage to vehicles.
- Provision of administrative and financial support to reconcile purchase card expenditure, process reimbursements and accounts for payment
- Undertake administrative support functions to support effective operation of the Ministerial Fleet services

Who this role reports to

- Manager, Chauffeurs and Ministerial Fleet
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Key Relationships/Stakeholders

- Manager Electorate Services
- Ministerial Chauffeurs
- Ministerial clients, Ministerial office staff and VIP clients
- Business and Engagement Services Branch

- Internal and external stakeholders including South Australian Government Financing Authority (Fleet SA), LeasePlan, Vehicle Dealerships, Private Chauffeuring Services, Shared Services SA, Parliament House, other government departments and service providers.

Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to provide an on-call service for the Department's clients and chauffeurs to facilitate the provision of transport and chauffeur services of the highest standard.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

Essential Expertise

- Exceptional interpersonal skills and the ability to build and maintain constructive relationships with peers and stakeholders of varying seniority.
- Demonstrated ability to communicate effectively, succinctly and accurately verbally, with the ability to produce highly professional written correspondence.
- Experience in delivering a range of business and operational support services to positively influence business outcomes.
- Demonstrated ability and agility to effectively manage high volumes of work with competing priorities and expectations within strict deadlines to achieve business objectives.
- Demonstrated ability to engage with sensitive and confidential information in a politically sensitive environment with discretion and integrity.
- Sound experience in the use of applications and computer-based databases, spreadsheets and software packages including the Microsoft Office suite.
- Experience in interpreting and applying industrial instruments such as, employee enterprise agreements and awards.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

Desirable Expertise

- Experience in working with Members of Parliament or knowledge of the functions of electorate offices and parliamentary processes.
- Experience using Microsoft Excel, CHRIS21, BASWARE, ANZ purchase card system or Objective.
- Experience in providing human resource or payroll support services, financial support or fleet support services