

Role Description

(Non-Manager)



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

Role Title: Board and Administration Support Officer

Division: Biodiversity & Nature Economy

Classification Level: ASO3

Branch/Unit: Conservation and Wildlife/ Dog and Cat Management

CHRIS Position Number: P10395

Reports to (Title): Manager Dog and Cat Management

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

About the Role

The Board and Administration Support Officer works with the Dog and Cat Management Board and the Dog and Cat Management Unit to provide an efficient, effective and high-quality secretarial and administrative support service, including the coordination of meetings, events, preparation of agendas, minutes and supporting papers, Board Member induction and remuneration, drafting correspondence and maintaining a register of Board resolutions and actions.

Other duties include the undertaking of records management for the Dog and Cat Management Board, research projects, supporting finance and contract management, general administrative tasks and providing accurate information and advice to management, customers and key stakeholders regarding dog and cat management matters, policy and legislation.

Key Role Outcomes

- Board Meetings and workshops are coordinated in an effective and timely manner, including arranging venues, preparation of agendas, taking minutes, catering, external meetings with stakeholders and all other pre-meeting and post-meeting necessities.
- The Dog and Cat Management Unit is provided with an efficient, effective and high-quality administrative support service including accounts payable, records management, Fleet, travel and other administrative requirements.
- Board members' HR documentation, sitting fees and other necessary administrative requirements are coordinated accurately and in a timely manner.
- Enquiries from internal and external customers and stakeholders, including through the Dog and Cat Management Board inbox, are dealt with in a prompt, courteous and helpful manner.
- Demonstrated commitment to the team's overall success through modelling the team's values, in sharing knowledge, collaborating in cross functional projects and effectively performing team responsibilities.

Essential Criteria (including qualifications)

- Demonstrated ability to use common sense and past experiences to approach problems and provide options to their manager for resolving the issue.

- Proven ability to accurately, clearly and concisely compose documents such as letters, memos and record minutes.
- Proven ability to review and check own work for accuracy, spelling, and formatting in line with the expected standards.
- Demonstrated ability to convey services and purpose of work area to internal and external customers in a clear and respectful manner.
- Demonstrated ability to relate confidently to people at all levels in an organisation and work with networks to get things done.
- Proven ability to use Microsoft Suite software applications to effectively perform daily work.
- Demonstrated experience in the provision of secretarial services including, minute taking and operating effectively in high level meetings.

Desirable Criteria

- Demonstrates awareness of work area's interface with other relevant internal and external operations and knows the work area's key stakeholders.

Key Relationships/Interactions

- Dog and Cat Management Unit staff
- Dog and Cat Management Board
- General public and key stakeholders
- DEW staff
- Dogs and Cats Online Team and Manager

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 applicant will be required to obtain a National Police Check.
- A current class "C" driver's licence is essential.
- 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
Achieves Results	• Delivering effective outcomes • Assuming accountability	• Can understand and articulate clear and realistic goals / expected outcomes for their role. • Is clear about the priorities for the role and completes tasks within agreed timeframes and standards. • Willingly accepts responsibility for own work. • Establishes own credibility by demonstrating personal and technical competence.

Drives Business Excellence	• Facilitating quality and continuous improvement • Directing resources	• Identifies opportunities for doing work better and more quickly. • Sets priorities for self in order to meet desired results. • Identifies potential issues that may impact on timeframes.
Forges Relationships and Engages Others	• Influencing and negotiating • Establishing and maintaining networks	• Provides accurate information in a timely way to appropriate groups upon request. • Is proactive in keeping their line manager informed of work progress. • Follows through on agreed actions and decisions. • Works well with others and is effective in collaborating with colleagues across the Agency.
Exemplifies Personal Drive and Professionalism	• Displaying flexibility and resilience • Demonstrating commitment to learning and development • Modelling Public Sector values	• 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. • Demonstrates a basic knowledge relevant to their role. • Is discrete and maintains confidentiality. • Earns respect and builds trust by being personally reliable and following through on commitments.

Work Health and Safety

Follow workplace safety procedures

- Accepts responsibility for own and other's safety.
- Identifies and reports hazards and incidents.
- Understands and applies safe work practices.

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 always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Date Delegate approved original classification:	04/08/2020	Original Class method:	Full
Updated:	RD Update only	Date this version approved by delegate:	12/11/2025

Approved