

Role Description

(Non-Manager)



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

Role Title: Executive Assistant

Division: National Parks and Public Lands

Classification Level: ASO4

Branch/Unit: Office of the Executive Director

CHRIS Position Number: P00426

Reports to (Title): Executive Support Team Leader

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

About the Role

The Executive Assistant is responsible for providing a professional and confidential executive support service to the Executive Director National Parks and Public Lands and for managing their office to ensure that information is effectively coordinated (briefings, Cabinet submissions, estimates, etc.) and their office is responsive to stakeholders. The Executive Assistant plays a key role in facilitating emerging, complex and sensitive issues on behalf of the Executive Director and managing minor projects. Key functions undertaken by the role include coordinating and maintaining diaries, preparing letters, reports and presentations, preparing minutes and briefing notes, managing e-mails, maintaining records and correspondence, scheduling and maintaining travel arrangements and undertaking ad hoc tasks requested by the Executive Director's leadership team.

Key Role Outcomes

- A professional and confidential executive support service is provided to the Executive Director National Parks and Public Lands.
- Stakeholders receive a high level of customer service (written and verbal) at all times.
- Documents are critically analysed for political sensitivity and risk.
- Advice and support is provided to the Executive Director on key management and/or administrative issues.
- Minor projects are delivered on time and to a high quality.
- Enquiries, issues and urgent matters are promptly managed and/or directed to appropriate contacts.
- Minutes, agendas and supporting papers are distributed in a timely fashion.
- Meetings are coordinated in an efficient and timely manner.
- Office systems, practices and procedures are regularly reviewed.
- A positive, collaborative and professional culture is actively contributed to within the division.

Essential Criteria (including qualifications)

- Demonstrated high level experience working as an Executive Assistant, including diary and email management.
- Demonstrated knowledge of SA public sector business management requirements and communication protocols.

- Knowledge and/or understanding of Ministerial, Cabinet, Parliamentary and legislative processes as they apply to Government agencies.
- Extensive experience using Microsoft office.
- Experience in composing documents such as letters, memos and record minutes accurately, clearly and concisely.
- High level of attention to detail in all written communication and an understanding of the expected standards and protocols of the organisation.
- Ability to prioritise workload and allocate time appropriately using available tools.
- Understands the issue or problem that needs to be addressed or solved and can critically examine the possible causes and identify solutions.
- Is able to identify inconsistencies or discrepancies in information and be discerning in how to handle this.

Desirable Criteria

Key Relationships/Interactions

- Executive Director, National Parks and Public Lands
- Works collaboratively with Directors from the National Parks and Public Lands Division
- Works collaboratively with staff from the offices of the Executive Directors and Chief Executive
- Liaises with DEW Executive, senior managers and staff of the department
- Liaises with staff from other state and commonwealth government portfolios and private sectors

Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies.
- 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.
- This role has been identified as a:
 Position of trust ☒ Prescribed position ☐ Not applicable ☐
 The following screening check(s) is/are required:
 - You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry. DEW will cover the cost of renewal.
- 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	• Thinking and Acting Strategically	• Can identify and articulate potential issues and implications. • Raises potential options for consideration arising from research analysis.
Achieves Results	• Delivering Effective Outcomes	• Develops and communicates clear and realistic goals/expected outcomes for projects and tasks.

	• Making Decisions	• 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 Office of the Executive Director. • 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	• Establishing and Maintaining Networks	• Works well with others and is effective in collaborating with colleagues across the Agency. • Builds trust in relationships through maintaining confidentiality and 'following through'.
Exemplifies Personal Drive and Professionalism	• Displays Flexibility and Resilience	• 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:	05/08/2019	Original Class method:	Full / Comparison
Updated:	RD Update only	Date this version approved by delegate:	02/09/2026
RD template version:	June 2026		