

Role Description

(Non-Manager)



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

Role Title: Executive and Project Officer

Division: Corporate, Heritage and Climate Action

Classification Level: ASO4

Branch/Unit: Strategic Communications and Engagement Branch

CHRIS Position Number: P54749

Reports to (Title): Director, Strategic Communications and Engagement

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

About the Role

The Executive and Project Officer, provides high-quality, responsive and confidential executive and administrative support to the Director of Strategic Communications and Engagement. The role is responsible for managing the Director's diary, correspondence, records and information systems, coordinates office operations and stakeholder engagements, and providing secretariat support to committees and working groups.

Operating in a dynamic environment, the Executive and Project Officer supports the Director in managing emerging, complex and sensitive matters. The role prepares correspondence, reports, presentations, briefing notes and meeting minutes, undertakes research and project activities, delivers minor projects, and provides a range of business support services that contribute to the effective operation of the Strategic Communications and Engagement Branch and the achievement of organisational objectives.

Key Role Outcomes

- A professional, responsive and confidential executive support service is provided to the Director, including advice and assistance on key administrative and operational matters.
- Stakeholders receive a high level of customer service through the prompt, professional and effective management of enquiries, issues and urgent matters, including referral to appropriate contacts where required.
- Documentation is reviewed and assessed to identify political, sensitivities, risks and implications for the Department.
- Minor projects are delivered on time, within scope and to a high standard.
- Meetings, committees and stakeholder engagements are coordinated efficiently, with agendas, minutes and supporting documentation prepared and distributed in a timely manner.
- Office systems, processes and procedures are regularly reviewed and improved to support operational efficiency and business outcomes.
- Guidance and support are provided to administrative staff across the Corporate Heritage and Climate Action Division.

- Actively contributes to a positive, collaborative and professional workplace culture that supports the Division's objectives and values.

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 providing high-level executive support, including diary, email and correspondence management.
- Demonstrated knowledge of South Australian Government business management requirements, communication protocols, and Ministerial, Cabinet, Parliamentary and legislative processes.
- Demonstrated understanding, and commitment to, Aboriginal partnerships, cultural respect and Reconciliation initiatives.
- Extensive experience in the use of Microsoft Office applications, including Outlook, Word, Excel and PowerPoint.
- Experience in, or willingness to learn and apply, artificial intelligence (AI) tools and workflows to improve business processes and service delivery.
- Demonstrates strong written communication skills by producing accurate, clear and concise documentation, while ensuring all work is thoroughly reviewed for accuracy and compliance with organisational standards, policies and communication protocols.
- Effectively manages competing priorities and deadlines while coordinating appointments, meetings and events in an accurate, timely and professional manner.
- Takes a planned and organised approach to managing work, using available systems and tools to achieve outcomes.
- Identifies and analyses issues and problems, considers potential causes and implications, and develops practical solutions.
- Identifies inconsistencies, discrepancies and gaps in information and exercises sound judgement in determining appropriate action.

Desirable Criteria

- Experience working with Aboriginal Communities.

Key Relationships/Interactions

- Works collaboratively with Strategic Communications and Engagement Managers and staff across the Corporate Heritage and Climate Action Division.
- Develops and maintains effective working relationships with Executive Assistants and supports staff across DEW.
- Liaises with other South Australian Government departments and agencies.
- Liaises with Reconciliation Australia and other relevant external stakeholders.

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.
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 Directorate/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	- Modelling Public Sector Values - Displays Flexibility and Resilience	- Displays commitment to the values of the Public Sector and the Code of Ethics. - 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.

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