

Role description

General information

Title:	Executive and Ministerial Support Officer (P33980)			Classification:	ASO4
Division:	Office of the Chief Executive	Branch:	Office of the Chief Executive		Business Unit: Office of the Chief Executive
Type of appointment:	Term	Hours of Duty:	37.5	Location:	Adelaide CBD

About us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

Purpose

The primary purpose of the Executive and Ministerial Support Officer is to provide high-level confidential administrative and project support services to the Office of the Chief Executive (OCE). The role works collaboratively with Executive, Senior Management and staff within all divisions of the Department and provides an essential and highly professional point of contact for interface between the OCE and internal and external government and industry stakeholders.

Working with the Manager, Cabinet and Ministerial Cabinet Coordination, the Executive and Ministerial Support Officer coordinates and provides a range of briefings and advice for the Executive team, based on input from subject matter experts and analysis of social, economic and environmental factors relevant to the primary industries and regions sector, including engagement with industry stakeholders, community leaders and other agencies.

The incumbent also provides an essential and highly professional point of contact and interface for Ministerial briefings and correspondence matters between the Minister's Office, Directorates and government and industry stakeholders. Independent decisions will be required and triaging of urgent and important actions is vital.

Key accountabilities

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| <ul style="list-style-type: none"> • Providing confidential, professional and discrete executive support to the Chief Executive (CE) and Senior Management, including forward planning, diary management, meeting and event coordination. • Managing CE and Senior Management priorities and commitments including resolving conflicting demands and managing competing priorities related to workload and workflow management. • Coordination and preparation of correspondence, requests and documents, including referring to appropriate staff for action and response, and follow up as required. • Supporting strategic policy advice through working collaboratively across the department to develop high quality briefings, reports and other strategic and operational documents. • Assisting with the day-to-day requirements of the OCE to ensure smooth operational function, including financial processing and monitoring requirements of the Office. | <ul style="list-style-type: none"> • Undertake minor research and project work which contributes to the achievement of objectives, review of policies, systems and procedures. • Efficient executive support services to ensure that meeting arrangements including agendas, briefing papers and meeting minutes are accurately prepared and distributed in a timely manner. • Support the preparation and delivery of special events organised by the OCE or the Department. • Provides a high level of support to the Manager, Ministerial and Coordination for efficient and effective operational management of Parliamentary Committees, the annual Estimates, Cabinet matters and Auditor General process. |
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Key deliverables / results

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| <ul style="list-style-type: none"> • Effective communication processes are identified, developed and maintained amongst the relevant organisations and individuals associated with the work of the Department and, in particular, the CE. • Well managed and professional relationships with staff within the Department, Ministers Office and external Government and industry stakeholders are maintained. • Effective liaison is undertaken with stakeholders regarding complex and/or difficult issues, whilst maintaining an astute awareness of politically sensitive issues. • Unresolved or emerging issues are identified and brought to the attention of the CE or Senior Management for response. • Ensuring that effective planning and coordination of meetings and special events are delivered. | <ul style="list-style-type: none"> • The CE and Senior Management are supported by providing a confidential business support service that facilitates effective business operations of the Department. • Intrastate, interstate and international travel requirements for the CE and Senior Management are effectively arranged including ensuring appropriate documentation and materials are prepared. • Assigned projects are planned, implemented, monitored, reviewed and reported on. • Assist with or prepares reports, correspondence, briefing notes and discussion papers, including gathering data to support reports and discussion papers and analysing information. • Assist in the timely delivery of Ministerial briefings in line with correct guidelines and standards. |
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Relationships

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| <ul style="list-style-type: none"> • Reports to the General Manager, Office of the Chief Executive and Manager, Ministerial and Cabinet Coordination. • Works collaboratively with Executive, Senior Management, and staff within all divisions of the Department. • Ensures effective communication and working relationships are maintained within the CE's Office, other PIRSA Executives and senior staff of the Department. | <ul style="list-style-type: none"> • Develops positive relationships with key staff of other State and Commonwealth Government departments including the Premier's Office and staff of the Minister's offices. • Builds and maintains working relationships with a wide variety of key stakeholders across government and industry. |
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Requirements

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| <ul style="list-style-type: none"> • Possession of a current driver's licence and willingness to drive. • Out of hours work and inter / intrastate travel may be required • Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit). • You acknowledge your work, health and safety obligations and our expectations when applying for a role. • The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies. |
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Qualifications

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| <ul style="list-style-type: none"> • Essential: Nil • Desirable: Nil |
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Role description

Capabilities.

Capability	Behaviours
Professional & Technical Knowledge Demonstrates and applies sound understanding and knowledge across all areas relevant to work, with in-depth knowledge in one or two areas.	• Demonstrated experience in the provision of a confidential, secretarial, administrative and clerical service to Executive Management. • Experience undertaking projects and research activities, including collecting, analysing and reporting on information and in the use of the Microsoft Office suite of products. • Demonstrated effective time management skills, including the ability to prioritise, manage multiple tasks and ability to work under limited direction. • High level of interpersonal, written, verbal communication and negotiation skills and the ability to deal with sensitive matters with tact, maturity and diplomacy maintaining complete confidentiality. • Demonstrates a sound knowledge of whole of government and PIRSA programs, policies, activities, structures and service functions.
Initiative Acts autonomously within scope of duties; looks for alternative ways to ensure work is completed; anticipates problems and takes decisive action.	• Recognizes and acts upon opportunities to deal with potential problems. • Acts proactively rather than reactively, with proven ability to analyse complex situations and devise innovative and creative solutions. • Confidently works in a self-directed and self-motivated manner.
Political Nous Displays in-depth knowledge of organisational, political and social contexts, acts with organisational and political astuteness with all stakeholders	• Reads situations well and adapts approaches and solutions to ensure success. • Understands government directions and expectations. • Exercises tact and discretion in dealing with politically sensitive and complex issues.
Planning & Organising Manages own and others time efficiently, plans resource availability and use so that high volume work is completed on time and in line with objectives.	• Develops clear goals for projects and sets priorities effectively, allocating and managing time and resources accordingly. • Reevaluates and renegotiates timeframes when unexpected situations arise. • Enthusiastically delivers high quality materials, occasionally in unexpectedly short timeframes.

HRMS no.:	M33980	ANZCO Code:		Objective ID:	A6565208
Delegate approval:	Ann Barclay			Date:	4/11/2024
Approved and classified by People and Culture:	K Demetriou, Manager HR Operations 30 October 2024				