

Role Description

General information

Title:	Executive Assistant to Executive Director			Classification:	ASO5
Division:	Industry and Regional Development	Branch:	Directorate		Business Unit:
Type of Appointment:	Contract	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 Executive Assistant reports to the Executive Director, Industry and Regional Development. The incumbent is responsible for providing executive support services to the Executive Director and supports the delivery of strategic outcomes through provision of advice, information and administrative coordination services. The incumbent is responsible for ensuring that information is relevant, accessible, and of high quality. The role provides an essential and highly professional first point of contact for interface between the Division as well as government and industry stakeholders. The role monitors and manages risk to the business of Industry and Regional Development and continually develops, manages, and improves systems and processes to underpin business efficiency and effectiveness.

Key Accountabilities

- Incoming and outgoing correspondence to and from the Division's Executive Office is assessed and recorded and any issues requiring urgent attention are brought to the attention of the Executive Director.
- Diary appointments are coordinated and prioritised, and incoming telephone calls and emails are monitored, attended to or redirected as appropriate.
- Data and information for business reports is coordinated, compiled and published. The correct format is used for all Ministerial, Parliamentary and Cabinet Submissions.
- Preparing correspondence and briefings on behalf of the Executive Director as agreed.
- Minutes are maintained for management meetings and action items are monitored.
- Effective communication processes with relevant organisations and individuals associated with the work of the Division, and in particular the work of the Executive Director, are identified, developed and maintained.
- A professional point of contact is provided to the Executive Director to ensure effective communication and working relationships are maintained with other Business Managers, the Minister's Officer, staff of other State and Federal government agencies, Ministerial Offices and a wide variety of key stakeholders across government and industry.

Key Deliverables / Results

- Executive assistance is provided to support the Executive Director achieve day to day, and longer-term goals in a fast-paced work environment.
- Confidential, professional and discrete personal secretarial support is provided to the
- Registrations for seminars and conferences are arranged in a timely manner and travel, accommodation and catering proposals and arrangements are appropriate and coordinated.

Role Description

Executive Director, with work prioritised to meet deadlines.

- Consultation is undertaken with the Executive Director, and decisions are made to ensure diary appointments reflect the time constraints, Ministerial and business priorities, with appointment changes, events and reminders clearly communicated.
- Meeting dates, agendas, meeting minutes and briefing papers are accurately prepared and distributed in a timely manner.
- Processes are instigated to ensure required supporting information is collated and distributed and that actions arising from Executive Director meetings are monitored and reported on.

- A high quality, confidential, accurate and proficient clerical and word processing service is provided in alignment with appropriate corporate format and standards.
- A responsive and sensitive first point of contact and referral is provided to internal and external customers, including the general public, PIRSA Executive, the Chief Executive's Office, the Minister's Office and other PIRSA Divisions, with appropriate information provided to customers and stakeholders.
- Advice is provided to the Executive Director on unresolved and/or emerging department and Ministerial issues and administrative policies and procedures.
- Project management support is provided, when required, for the Division.
- Assistance is provided with workflows and ministerial queries / briefings, as required.

Relationships

- The role reports to the Business Manager, Industry and Regional Development.
- The Executive Assistant ensures effective communication and working relationships are maintained with the Chief Executive's Office, the Minister's Office, other PIRSA Executive Directors and senior staff of Divisions and develops positive relationships with key staff of other departments.

- This role is required to work in close collaboration with Divisions in PIRSA, cultivating relationships to build partnerships, develop strategies, plan opportunities and manage risks.
- The Executive Assistant builds and maintains strong working relationships with a wide variety of stakeholders across government and industry.

Requirements

- Out of hours work and inter / intrastate travel may be required.
- The incumbent may be required to undertake training and be willing to participate in emergency preparedness and response activities required by government agencies.
- Australian residency or current work 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](#).

Qualifications

- Essential: Nil

Capabilities

Capability	Behaviours
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Role Description

Professional & Technical Knowledge

Demonstrates sound knowledge of executive support, administrative processes and records management.

- Is recognised as knowledgeable in agency programs, policies structures, service functions, administrative systems and processes and acts as a source of information internally and externally.
- Proficient in the use of Objective, Workflow and the MS Office suite of products in producing a broad range of clear and well formatted documents.
- Professionally liaises with a range of stakeholders and manages sensitive and confidential information.
- Keeps abreast of changes to systems and processes and proactively deals with problems and interruptions to systems and processes.

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Initiative Acts autonomously within scope of duties; looks for alternative ways to ensure work is completed; anticipates problems and acts.	• Produces quality, innovative work with limited supervision. • Acts confidently on judgements and initiatives. • Recognises and acts confidently on opportunities to deal with potential problems.
Communication Communicates effectively with a wide range of people and expresses ideas clearly and coherently, both verbally and in writing.	• Communicates ideas and information in a form well matched to, and well received by, staff at all levels. • Listens carefully, asks questions to clarify meaning and communicates understanding. • Produces high quality written communications that reflect the style and standards of the group.
Relationship Building and Maintaining Develops productive working relationships with peers, staff and stakeholders by initiating contact, building rapport, understanding needs and delivering to expectations; able to relate to and communicate with people from diverse 'cultures', locations and ages.	• Respectfully interacts with people from diverse backgrounds and experiences, responding positively to their comments and suggestions. • Shows tact and diplomacy in dealing with people • Is friendly, accessible and approachable by staff and customers.

HRMS No:	M26040	ANZCO Code:		Objective ID:	
Delegate Approval:	Executive Director, Industry and Regional Development			Date:	9/9/26
Approved and Classified by People and Culture:	19/10/22				