



Role Statement

Position title: Executive Officer

Position no: P55549

Classification: ASO6

Review date: September 2026

Directorate: Office of the Chief Executive

Business unit: Office of the Chief Executive

About us

Our department's primary objective is the delivery of homes and housing options for South Australians. In response to the national housing crisis, we are committed to accelerating the build of a diverse range of housing options. We strive to find solutions to the urgent demand for housing security.

Our mission focuses on coordinating various portfolios related to housing, housing infrastructure, urban development, and planning. By ensuring sound decisions and efficient management, we strive to create sustainable, well-planned communities offering safe and affordable housing options.

Join us in our endeavour to address one of the most pressing challenges of our time and make a tangible difference in the lives of our community.

OUR VALUES: Professionalism | Service | Respect | Courage and Tenacity | Collaboration and engagement | Trust | Sustainability | Honesty and Integrity |

About this role

The Executive Officer is responsible for the effective management of a comprehensive range of high quality, professional, confidential and responsive executive support services to the Chief Executive, Deputy Chief Executive, Chief Operating Officer (Executive Group) . This includes the maintenance of key relationships and networks across Government, diary management, researching information, delivery of projects, and the improvement of business processes and capabilities to support the Department’s objectives.

The Executive Officer is also responsible for facilitating a collegiate, professional, and effective network amongst other support staff for executives, with the aim of ensuring effective cooperation, coordination, and collaboration across the Department.

Who will you work with

The Executive Officer reports to the Manager, Office of the Chief Executive.

The role is required to work with:

- The Executive Group
- The Minister’s Office and offices of other Chief Executives, other State Government Departments and Agencies including external stakeholders.
- Directors and Managers of DHUD
- A range of external parties and stakeholders as required.

Conditions

- Some out of hours’ work may be required.
- Some intra state, international and interstate travel may be required.
- Required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- Compliance with Government legislation, Code of Ethics for the SA Public Sector, Departmental policies and procedures, including information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Required to obtain a National Police Check prior to employment. A renewal will be required every 3 years.

What you will do

Key responsibilities	Specified duties	Performance indicator/ measurement
Effective Communication	1. Ensuring professional, responsive and effective services are managed,	

Personal Assistance

- | | |
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| <p>coordinated and delivered to the Executive Group including the delivery of:</p> <ul style="list-style-type: none">- Diary management- Research- Comprehensive meeting and event coordination.- Financial processing and monitoring. <p>2. Ensure the Executive Group is well briefed on sensitive and complex issues through provision of advice on appointments, events, correspondence and coordination of appropriate briefing materials, presentations and speech notes; including the drafting of these documents; and projects are professionally planned, managed and delivered to support the Executive Group .</p> <p>3. Develop and maintain effective and collaborate networks, relationships, and communication channels to increase efficiency and achieve Department objectives.</p> | <ul style="list-style-type: none">• Correspondence is produced and processed in a timely and efficient manner.• Responsive to all emails and correspondence.• Work methods are efficient, resourceful and professional. |
| <p>1. Ensuring office correspondence, ministerial requests and document requirements are professionally coordinated, prepared and delivered, including the provision of advice and support in the development of correspondence, reports and presentations.</p> <p>2. Manage the Executive Group travel arrangements (intrastate, interstate and</p> | <ul style="list-style-type: none">• Work is of high-standard, and the Executive Group's supported in an efficient manner.• Work methods are efficient, resourceful and professional. |

Contribute to Culture

- overseas), including the preparation of itineraries and coordination of logistics.
3. Manage the coordination of agendas and papers for high-level meetings, as well as recording and management of actions and timely follow-up on action items.
 4. Strong forward planning and coordination to ensure timely delivery of politically sensitive advice and projects to the Executive Group and facilitating advice to the Executive Group on emerging issues.
1. Identifying, developing and improving business processes.
 2. promoting a collegiate environment and culture among the senior executive officers/ assistants.
 3. Contribute to a supportive and professional team environment that operates under inherently high levels of pressure, competing demands and acute timelines.

The capabilities you will bring

Technical expertise

- Appropriate tertiary qualification in business, or commerce. (Desirable)
- Knowledge of machinery of government including policy development, decision-making, management and accountability systems and processes.
- Knowledge of Parliamentary, Cabinet and Ministerial decision-making processes.
- An understanding of the protocols and procedures operating between a Government agency and a Ministerial office.

Personal abilities

- Communicate clearly, concisely and effectively both verbally and in writing with people at all levels including proven ability to consult, liaise and influence, and negotiate and manage conflict with tact and diplomacy.
- Exercise sound judgment in identifying, responding to, and managing day-to-day and exceptional issues, including through facilitating timely involvement of relevant others, to ensure results are delivered on time.
- Demonstrated flexibility, adaptability and versatility of approach in dealing with changing work requirements, new information and procedures.
- Demonstrated ability to manage time and priorities, including planning, organising, and progressing concurrent priorities and projects to meet objectives

Experience

- Demonstrated experience coordinating the provision of a range of senior level highly confidential and responsive administration services, including delivery of documentation, organisation and support of meetings and functions, and the delivery of accurate and effective records and data management.
- Proven experience in providing executive support services, including telephone screening, diary and email management, meeting agenda and the preparation of papers and travel coordination.
- Experience in establishing and maintaining relationships with a track record of effective collaboration across diverse stakeholders at executive and operational levels, including coordinating and influencing others to achieve time critical and sensitive work to meet Departmental and Minister's objectives.