

Role Description

(Non-Manager)



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

Role Title: Executive Assistant

Division: Water and River Murray

Classification Level: ASO3

Branch/Unit: Water Security, Policy and Planning, Office of the Director

CHRIS Position Number: P06382

Reports to (Title): Director, Water Security, Policy and Planning

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

About the Role

The Executive Assistant assists the Director in the execution of their role through the provision of professional, confidential and high-level administrative support and plays a support role in the production and coordination of timely and accurate correspondence, reports, briefing notes and advice whilst ensuring efficient records management processes are followed. The incumbent will also provide a range of high-level administrative support services to the Water Security, Policy and Planning Branch and the Division. This role contributes to the development and implementation of improvements to key administrative and business processes across the Division. This will include providing support activities for international delegations and high-level inter-jurisdictional meetings including Councils. The role operates within the Executive Assistant team led by the Executive Coordinator to the Executive Director, Water and River Murray.

Key Role Outcomes

- Confidential, effective and responsive administrative services including scheduling appointments and meetings are provided to support the Director.
- Effective and timely administrative and business support services are provided to the Branch and the Water and River Murray Division.
- Documents, correspondence, briefings and reports are coordinated and effectively managed in a timely manner and in accordance with records management processes.
- Effective relationships are developed with stakeholders and staff to facilitate efficient and aligned administrative and business support services, with a focus on continuous administrative improvement and high quality customer service.
- The Director and Branch are supported by undertaking research and project support to enable efficient and effective business operations, as required.
- High-level administrative support and coordination services that support the efficient and effective management of information related to inter-jurisdictional councils and committees is provided.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Ability to ensure the professional presentation and compliance with Agency standards of all documentation.

- Ability to accurately and in a timely manner coordinate and schedule appointments and meetings in a complex executive environment.
- Ability to effectively check own and others work for accuracy, correct spelling and formatting in line with the expected standards.
- Understands and applies state government records management requirements.
- Understands agency directions and basic structure of Government.
- Understands responsibilities and tasks of work area.
- Is aware of the responsibilities of the work area in the context of the agency.
- Is aware of the work areas interface with other relevant internal and external operations and knows the work areas key stakeholders.
- Is able to relate confidently to people at all levels in an organisation and work with networks to get things done.
- Proficiency and accuracy in the use of the Microsoft suite of software applications including Word, Excel and Outlook.

Key Relationships/Interactions

- Works closely with the Director, Water Security, Policy and Planning
- Works closely with all Managers within the Water Security, Policy and Planning Branch.
- Works with the Manager, Business and Advice within the Water and River Murray Division.
- Works closely with all Water Security, Policy and Planning staff.
- Works collaboratively as part of the divisional Executive Assistant team.
- Works closely with the Executive Coordinator to the Executive Director, Water and River Murray
- Liaises with the Office of the Executive Director, Water and River Murray
- Builds strong working relationships with internal and 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	• Motivating Others • Thinking and Acting Strategically	• Considers each person individually when deciding how to work with them rather than being prescriptive. • Uses own drive to foster energy and a sense of achievement. • Raises potential options for consideration arising from research analysis. • Can identify and articulate potential issues and implications.
Achieves Results	• Delivering Effective Outcomes • Assuming Accountability • Making Decisions	• Develops and communicates clear and realistic goals / expected outcomes for projects and tasks. • Works with key stakeholders to problem solve over challenges and facilitate the achievement of outcomes. • Shows initiative in moving projects forward and dealing with potential problems for the team. • Establishes own credibility by demonstrating personal competence and technical expertise. • Knows when to seek further information, clarify issues or involve other in the decision making process.
Drives Business Excellence	• Facilitating Quality and Continuous Improvement • Promoting Customer Service	• Monitors and questions the effectiveness of existing practices within the team. • Keeps abreast of developments within the directorate/Agency. • Takes considerable effort to understand and respond to the requirements of diverse customers. • Acknowledges and responds positively to constructive feedback gained from customers.
Forges Relationships and Engages Others	• Influencing and Negotiating • Using Political Savvy	• Effectively gains buy-in across a range of levels internally – upwards, sideways and downwards – and achieve positive outcomes. • Listens to others and acknowledges their views. • Builds a strong network of influential contacts across the Agency that is used as a source of information and advice. • Demonstrates understanding of the broader organisational structure in making decisions and knows when to raise a sensitive issue with their manager.
Exemplifies Personal Drive and Professionalism	• Modelling public sector values • Displaying Flexibility and Resilience	• Earns respect and builds trust by being executively reliable and following through on commitments. • Is discrete and maintains confidentiality. • Adapts to new situations while maintaining achievement of outcomes. • Presents a positive and composed manner even in stressful situations.

Work Health and Safety

Follow workplace safety procedures

- Accepts responsibility for own and other's safety.
- Identifies and reports hazards and incidents.
- Understands and applies safe work practices.

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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