



ROLE DESCRIPTION

Senior Board Support Officer

Role title	Senior Board Support Officer	Classification	ASO4
Branch	Super SA	Type of Appointment	Ongoing
Section	Policy, Risk and Governance	Position Number	M06605
Approved by	Chief Executive, Super SA	Date	September 2026

Who we are

At the Department of Treasury and Finance (DTF), we're building a world-class Treasury for South Australia – it's about the people and the impact we create together.

We're South Australia's lead agency for economic, digital and financial policy outcomes. Our work touches every corner of the state, from enabling frontline services to driving digital transformation. And we do it all with one purpose: to make life better for the people who call South Australia home.

What sets us apart



Good people...
who welcome you

Join a team of highly skilled people who are genuinely keen to connect, collaborate and support each other in the pursuit of excellence.



Interesting work...
that challenges you

Apply your skills to meaningful work. Whether you're working on major policy decisions or working behind the scenes, your work here matters.



Serious impact...
that connects you

See your work translated into the infrastructure, services and prosperity of South Australia.

Working for DTF includes

Flexibility and Reach	We actively promote flexible working arrangements and value diversity in the workplace. This role may involve occasional out-of-hours work or travel, offering a unique window into all that's happening across South Australia.
Continuous Growth	You will participate in our Departmental Performance Management Program, designed to support your personal growth and help you build a compelling career.
Broad Exposure	You may be assigned to other positions at the same level, providing multi-disciplinary exposure, a variety of work and professional development opportunities.

About your branch

For over 120 years, Super SA has been helping members secure their financial future. Super SA is a superannuation fund for South Australian government employees and is a branch of the Department of Treasury and Finance.

Super SA is dedicated to championing the financial well-being of South Australians and is passionate about helping members to live their best life in retirement. Super SA's long-term success is largely due to the talent and expertise of staff who strive to create an environment that is supportive, safe and secure. The work culture is positive and inclusive, making it a rewarding and enjoyable place to work.

Using strong governance principles, the Policy, Risk and Governance directorate is responsible for leadership and advice in the areas of legislation, policy, dispute resolution, risk management, compliance, corporate services and governance practices across Super SA. The Directorate also provides board and committee services.

What you will do

The Senior Board Support Officer provides high-level administrative and governance support to ensure the effective operation of Super SA's boards and committees and the Director, Policy, Risk and Governance. Operating with a high degree of autonomy and professionalism, the role is responsible for coordinating meeting logistics, preparing and distributing board documentation, and maintaining accurate records in accordance with legislative and policy frameworks.

The position liaises with senior executives, board members, and internal stakeholders to support informed decision-making and uphold governance standards. The Senior Board Support Officer contributes to continuous improvement initiatives, supports onboarding processes, and ensures the timely execution of board-related actions and reporting requirements.

The position requires strong attention to detail, discretion, and the ability to manage competing priorities in a dynamic environment.

The key responsibilities are:

- Coordinate board and committee meetings, including on request from the Director, Policy, Risk and Governance for Directorate meetings, and events as required.
- Prepare, format and distribute agendas, papers, minutes and action registers with a high level of accuracy and confidentiality.
- Manage the end-to-end process of preparing, uploading and maintaining board and committee documentation within 'Diligent' governance software, ensuring compliance with governance protocols and deadlines.
- Maintain governance records and ensure compliance with relevant legislation, policies and procedures.
- Liaise with board members, executives and departmental staff to support meeting preparation and follow-up.
- Contribute to the development and refinement of board services processes, templates and systems to enhance efficiency and consistency.

- Assist with monitoring and tracking board actions and decisions to ensure timely implementation and reporting.
- Responsible for updating and coordinating Super SA's annual reports, including data collection, editing and stakeholder communication, ensuring accuracy and timely delivery.
- Undertake the finance expense management including corporate card and Basware coding.
- Coordinate Directorate workforce administration activities, including onboarding and offboarding, TimeWise maintenance, recruitment administration, employee records management, and associated documentation.
- Provide administrative support across the Directorate, including backup coverage for key functions and activities as required.
- Effectively identify and manage risks related to your role in line with the DTF Risk Management Framework.
- Operate in line with public sector values, including integrity, inclusion and workplace safety and in accordance with relevant legislation, policies and standards.

Working relationships

Key relationships include:

- Director, Policy, Risk and Governance
- Executive Team
- Super SA Board members
- Business Manager

Team, budget and reporting responsibilities

Reports to: Manager, Board and Corporate Services

Broader team: Part of a team of ~26 FTE within Policy, Risk and Governance.

What you bring (essential criteria)

What the role requires:

- Understanding of public sector governance frameworks, legislation and board protocols.
- Familiarity with ministerial, statutory or advisory board operations.
- Proven ability to prepare agendas, collate board papers, draft accurate minutes and manage action registers.
- Experience in coordinating logistics for in-person and virtual meetings.
- Strong interpersonal skills to liaise professionally with board members, executives and internal teams.
- Ability to manage sensitive information with discretion and diplomacy.
- Competence in maintaining governance records in line with agency policies and recordkeeping standards.
- Experience using document management systems and board portals (eg. Diligent, Objective).
- High-level written communication skills for drafting informal correspondence, reports and minutes.

- Exceptional attention to detail and accuracy in documentation.
- Ability to manage competing priorities and meet tight deadlines in a dynamic environment.
- Experience working independently while contributing to team outcomes.
- Capacity to identify and implement improvements in board services delivery.
- Willingness to adapt to evolving governance practices and technologies.

Additional capabilities (desirable)

It's not essential, but we'd love you to have:

- Experience in providing high-quality governance and administrative support in a dynamic environment.

Special Conditions

To ensure we remain South Australia's trusted advisor, safeguarding our state's economy and protecting the people we serve, the successful candidate will be required to undergo relevant screening assessments in line with our Employment Screening Policy. These checks ensure we maintain the high standards of a world-class Treasury.

- ☒ Nationally Coordinated Criminal History Check
- ☐ SAPOL
- ☐ Working with Children Check
- ☐ Security Clearance (Baseline, Negative Vetting Level 1, Negative Vetting Level 2, or Positive Vetting)
- ☐ Other: N/A