Government of South Australia
Department for Housing and Urban Development

Role Statement

Position title:	Governance Administration Officer	**Position no:**	P61821
Classification:	ASO4	**Review date:**	August 2026
Directorate:	Office of the Valuer-General		
Business unit:	Governance		

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.

The Office of the Valuer-General (OVG) Directorate is an independent Office within the department. It is responsible and accountable for providing the regulatory policy and procedural framework for the State's Land Valuation System and ensuring that the functions undertaken by the Service Provider, Land Services SA (LSSA), in performing statutory valuations across the State are compliant and effectively administered in accordance with the *Valuation of Land Act 1971* and the Land Services Agreement. The OVG also supports government decision making through the provision of professional valuation advice and strategic services.

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 primary purpose of this role is to coordinate and undertake a range of complex administrative tasks and services to support the Governance team in the delivery of analysis, advice, policy, risk management, performance, legislative and contractual compliance functions on behalf of the Valuer-General.

Responsibilities include the provision of high-level customer service, coordination and preparation of correspondence, minutes and reports, maintaining registers and records, and assistance to the Governance team as directed.

Who will you work with

- Internal and external stakeholders.
- Regular engagement with Service Provider.

Conditions

- Some out of hours' work may be required.
- Some intra state 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
Administration	• Support the operations of the Governance team and the OVG by coordinating and undertaking a range of complex administrative support functions including meeting coordination and minute taking. • Coordinate and assist in the preparation of complex documentation by drafting and editing correspondence, policies and reports in a timely manner, with a high level of attention to detail and accuracy.	• Consistent delivery of tasks in a timely manner • Accurate preparation of required documentation

	• Ensure timely, accurate and efficient coordination of policy, risk and compliance tasks including maintenance of tracking registers and monitoring policy reviews.	
Communication	• Build positive relationships and contribute to a high standard of customer service and complaint resolution by effectively communicating and engaging with key personnel, including the Service Provider, customers, and internal and external stakeholders.	• Appropriately represents the Valuer-General as required
Support	• Assist the Senior Advisor and Senior Compliance Officer in the administration of policy and compliance matters as directed. • Provide advice and support to the Governance team by undertaking a range of research and analysis of valuation, policy and compliance information to assist in formulating draft correspondence and advice.	• Consistent delivery of tasks in a timely and professional manner
Record Management	• Support the Governance team by coordinating, monitoring and maintaining record management functions and systems to ensure compliance with the relevant government and departmental processes and legislative responsibilities.	• Maintain accurate and current records
Contribute to Culture	• Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace.	• Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered; • Respectful behaviour observed when faced with diversity/differences in opinion.

The capabilities you will bring

Technical expertise

Desirable

Qualifications and Licences

- A current Driver's Licence.

Personal abilities

- Actively demonstrates the department's values and public-sector values and ethics.
- Shows leadership and commitment to safety and wellbeing of self, others and the community we serve.
- Shows respect for diverse backgrounds, experience and perspectives. Values and encourages diversity of thought.
- Is flexible in approach, responding quickly and positively to change, showing courage and resilience while supporting others.
- Communicates clearly, ensuring everyone has an opportunity to contribute.
- Builds a supportive and co-operative team environment, encourages collaboration with other teams and seeks input from relevant subject-matter experts.
- Establishes and maintains strategic networks, internally and externally, to achieve business goals – buiding trust, confidence and credibility.
- Takes initiative to progress and deliver their work while contributing to team goals.

Experience

Essential

- Experience in providing effective high-level customer service.
- Experience in the provision of complex administration support.

Desirable

- Knowledge and understanding of the *Valuation of Land Act 1971.*
- Experience in a governance role within the public sector or regulatory environment, handling confidential matters.