SACE BOARD SOUTH AUSTRALIA

Government of South Australia

Role Description

Role Title: People and Performance Officer **Classification:** ASO 4	Group: People and Performance Capability: Intermediate
Reports to: Team Leader, Finance	Direct Reports: n/a

Role Purpose

The People and Performance Officer provides high-quality operational, administrative and coordination support across a broad range of People and Performance and corporate services activities. The role supports people and culture, learning and development, information management, finance, procurement and governance functions, contributing to effective service delivery and a positive employee experience.

Working at an ASO4 level, the position applies established policies, procedures and sound judgement to deliver accurate and timely outcomes, maintain high-quality records and information, and support effective business systems and processes. The role works collaboratively with leaders, employees and stakeholders to support organisational objectives and service delivery.

The People and Performance Officer contributes to the capability and capacity of the team by promoting consistent administrative practices, supporting continuous improvement initiatives, and identifying opportunities to enhance the efficiency and quality of services, systems and processes.

Key Result Areas

1. Provide high-quality operational support across the People and Performance team, contributing to business priorities, business continuity, workforce capability and organisational effectiveness.
2. Develop and apply working knowledge across People and Performance, including:
    a. Finance activities, including accounts receivable and payable processes, reconciliations, tax invoices, financial systems, reporting and related documentation.
    b. People and culture initiatives and employee lifecycle activities through effective administration, coordination, record management, reporting and stakeholder support, contributing to a positive employee experience and the efficient operation of workforce processes.
    c. Procurement and contract management activities, including purchase orders, contracts, supplier records, invoices and procurement documentation.
    d. Governance, risk and compliance activities through maintaining registers, coordinating actions, preparing
3. Provide responsive customer service and support to internal stakeholders, ensuring timely and professional management of enquiries and requests.
4. Contribute to the review and continuous improvement of designated processes, systems and ways of working across People & Performance, including process mapping, workflow optimisation, process clean-up, user support and guidance, and the capture and application of business intelligence to enhance efficiency, consistency and team capability.
5. Contribute to a positive, collaborative and high-performing workplace culture by demonstrating professionalism, accountability, teamwork and a commitment to continuous improvement.

documentation and assisting with reporting requirements.

e. Support implementation and maintenance of accurate records, systems and information management practices for effective business operations, compliance and decision-making.

Qualifications

- Tertiary studies in accounting, finance, business administration or a related discipline are desirable, with relevant experience in administration, finance or business support highly regarded.

Corporate Responsibilities

Responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Undertake duties in accordance with the SACE Board delegations; and SACE Board and Government policies, procedures and legislative obligations.
- Maintaining a commitment to equal employment opportunity, inclusion and diversity, and work health and safety.

Special Conditions

- Intrastate travel to regional and remote locations; international and interstate travel may be required.
- Some out-of-hours work.
- The incumbent works under the *SACE Board of South Australia Act 1983*.
- Appointment is subject to a satisfactory clearance in accordance with the SACE Board policy.

Technical Capabilities

Essential

- Demonstrated experience in providing administrative, coordination or business support in a government or corporate environment.
- Sound written communication skills, including the ability to prepare correspondence, meeting records, reports, templates and procedural documentation.
- Ability to handle confidential and sensitive information with discretion, professionalism and sound judgement.
- Ability to organise and prioritise work, manage competing deadlines, and maintain attention to detail in a busy environment.

Desirable

- Experience using records management, HR, finance, procurement, governance or reporting systems.
- Understanding of South Australian Government recordkeeping, procurement, governance or public sector requirements.
- Demonstrated curiosity, initiative and willingness to learn, with the ability to adapt to new business areas, systems and responsibilities.

SACE Board Capability Framework ("The Framework")

The SACE Board Capability Framework spans across five (5) levels:

Foundation (ASO1-2)	Intermediate (ASO3-5)	Advanced (ASO6-7)	Expert (ASO8-MAS3)	Architect (Executive)

This role is at an Intermediate level within the Framework. Candidates should refer to **Attachment One (1)** regarding capabilities and behavioural indicators required for this level.