Position Description

Executive and Project Officer

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

 SERVICE	 PROFESSIONALISM	 TRUST	 RESPECT	 COLLABORATION & ENGAGEMENT	 HONESTY & INTIGRITY	 COURAGE & TENACITY	 SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Strategy and Performance Division works across the Department for Education to facilitate best practice strategy and policy development and coordinate a strategic approach to stakeholder engagement. The division comprises the following directorates and business units:

- Strategic Policy
- National Relations and Policy
- External Relations
- Communications
- International Education Services
- Data Insights
- Dat Operations and Service
- Strategic Data Initiatives
- Assessments and Collections

The National Relations Directorate develops and delivers high quality strategic policy advice to support executive, Chief Executive and Ministerial participation in intergovernmental matters and reforms. We aim to have a positive impact on the national agenda, on relevant state government portfolios, strategic policy and the people we work with, to contribute to better outcomes for South Australian children and young people and achieve the department's ambition to create a world class education system.

The Executive and Project Officer is responsible for coordinating and providing a high-level, quality and comprehensive liaison, executive and administrative support service to the Director, National Relations and Policy. The Executive and Project Officer will also provide project and administrative support to the broader team within the National Relations and Policy Directorate, as required.

Position title	Executive and Project Officer
Classification	ASO4
Division	Strategy and Performance
Directorate	National Relations and Policy
Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Director, National Relations and Policy
Direct reports	Nil
Role description date	November 2025

What you will do (key outcomes)

1. Manage and coordinate the appointment diary of the Director, National Relations and Policy providing advice in relation to invitations received, ensuring scheduled appointments are anticipated, working papers are prepared, meeting rooms booked, travel arrangements are managed, visitors are welcomed, and catering provided where appropriate.
2. Provide comprehensive administrative, email and records management support for the Director, consulting with others to ensure directorate priorities are considered.
3. Coordinate and provide high level administrative support services across the directorate, including the provision of human resources and finance functions.
4. Undertake research and analysis activities, including project coordination, and monitoring and reporting of key project activities to ensure project outcomes are achieved.
5. Contribute to the quality development and implementation of projects, policies, project plans and presentation of information.
6. Adhere to policies, procedures and systems and ensure that processes are communicated, implemented, maintained and reviewed.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Executive support:** Proven experience in providing and coordinating the delivery of a high-level and confidential executive support service including managing an executive's diary, providing executive office and secretariat support, responding to correspondence, and coordination of actions and responses.
- **Research and project management:** Demonstrated experience in undertaking research and coordinating projects including planning, implementing, reporting and evaluating projects.
- **Communication:** Proven ability to communicate effectively, both verbally and in writing, with internal and external stakeholders at all levels, including the preparation of research, and clear and concise correspondence.
- **Organisational skills:** Proven high level organisational and time management skills while working under limited direction, including ability to manage own workload, changing priorities and meet critical deadlines.
- **ICT Systems:** High level of proficiency utilising systems, practices and processes related to the delivery of high-quality executive assistant and project support functions including information and records management applications and Microsoft office suite.
- **Commitment to WHS:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
Working relationships: • Director, National Relations and Policy • National Relations and Policy Directorate employees • Strategy and Performance Division employees • Site and corporate office leaders and executive assistants, including the Minister's Office • Corporate areas including ICT, Facilities, Finance • Other Government Agencies and Non-Government organisations (state, interjurisdictional, national)	**Essential:** Nil **Desirable:** Relevant qualification in project, government or business management.

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive	You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance

workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Valentina Lopez, P&C Advisor		**Approved by**: Michelle Benison, Director, National Relations and Policy	
Date: November, 2025		**Date:** November, 2025	