Role Description

(Non-Manager)

Government of South Australia
Department for Environment and Water

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

Role Title: Business and Project Support Officer	**Division:** National Parks and Public Lands
Classification Level: ASO4	**Branch/Unit:** Office of the Executive Director
CHRIS Position Number: M20844	**Reports to (Title):** Business Manager

About the Agency – Department for Environment and Water

About the Role

The Business and Project Support Officer is responsible to the Business Manager for providing coordination and support in a range of high quality administrative and project services that assist in the effective and efficient operations of National Parks and Public Lands Division (NPPL). This includes functions such as human resources administration, workplace health and safety administration, and project coordination and support.

Key Role Outcomes

- Business administration services that support the efficient and effective operations of NPPL are provided to management and staff, including office management, fleet operations, information technology, records management, procurement and financial administration, and workplace health and safety.
- Training and guidance are provided to the Business Support Officer to ensure a comprehensive training experience in all aspects of business support and administration.
- Executive Officer support is provided to NPPL Division Work Health and Safety Committee to ensure meetings are coordinated, meeting minutes, agendas and supporting papers are distributed in a timely manner, and divisional work health and safety projects and actions are coordinated.
- The Business Manager is supported in coordinating and responding to a range of corporate and other administrative requests including business planning and reporting.
- Quality relationships with key business contacts are established and maintained, and compliance with relevant legislation and departmental policies and procedures is promoted and encouraged.
- The Business Manager is supported in undertaking business related projects, including process improvement and development of systems, processes and guidelines to support staff in consistently applying corporate policies and procedures.

Essential Criteria (including qualifications)

- Knowledge and understanding of SA government business administration, human resource management principles, work health and safety administration, procurement, business planning, monitoring and reporting.
- Demonstrated experience in identifying opportunities for best practice and implementing accordingly, including developing, reviewing and/or implementing procedures and guidelines of varying complexity.

- Highly developed verbal and written communication skills.
- Demonstrated ability to establish and maintain networks with staff and stakeholders.
- Analyses information from a range of sources to identify solutions to problems.
- Can read and understand the intent of administrative policies and procedures.
- Takes a planned approach to organising and monitoring work using available tools and communicates difficulties to their manager in a timely way.
- A current "C" Class Driver's Licence and willingness to drive.

Desirable Criteria

- Relevant post-secondary training or qualifications.

Key Relationships/Interactions

- Maintains close working relationships with NPPL directors, managers, and staff.
- Works collaboratively with members of the NPPL business support team.
- Builds relationships with other DEW staff.

Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies
- May be required to undertake intra-state travel and work outside of the normal hours of work.
- 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 is 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.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and Changes	• Thinking and Acting Strategically	• Raises potential options for consideration arising from research analysis. • Can identify and articulate potential issues and implications.
Achieves Results	• Delivering Effective Outcomes • Making Decisions	• Works with key stakeholders to problem solve over coming challenges and facilitate the achievement of outcomes. • Makes timely decisions for their area of responsibility. • Knows when to seek further information, clarify issues or involve others in decision making processes.

Drives Business Excellence	• Facilitating Quality and Continuous Improvement	• Monitors and questions the effectiveness of existing practices within the team. • Acts as a role model by striving to deliver quality outcomes even when under pressure.
Forges Relationships and Engages Others	• Establishing and Maintaining Networks	• Works well with others and is effective in collaborating with colleagues across the Agency. • Builds trust in relationships through maintaining confidentiality and 'following through.'
Exemplifies Personal Drive and Professionalism	• Displaying Flexibility and Resilience • Modelling Public Sector Values	• Adapts to new situations while maintaining achievement of outcomes. • Presents a positive and composed manner even in stressful situations. • Sets an example to team members by role modelling professional and ethical behaviour. • Earns respect and builds trust by being personally reliable and following through on commitments.

Work Health and Safety

Contribute to workplace safety.

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

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.

Date Delegate approved original classification:	20/04/2021	Original Class method:	Comparison
Updated:	August 2024	Updated:	10/08/2026 (to new template)