

Position Description

Role title	Executive Officer	Last reviewed	25/09/2024
Division	Residential Project Delivery and Assets / Sales and Corporate Affairs / People and Transformation	Team	Residential Project Delivery and Assets / Sales and Corporate Affairs / People and Transformation
Reports to	Executive Director	Classification	ASO4
Direct reports	Nil		

Role Purpose

Manage and provide a high quality and confidential executive support service to the Executive Director, enabling them to advance and achieve organisational initiatives, while also meeting obligations to relevant stakeholders.

Key Accountabilities

- Manage and provide a confidential, professional and discrete diary management and administrative support services to the Executive Director.
- Ensure service expectations are achieved, including highlighting and prioritising deadlines.
- Provide secretarial support and preparation for divisional meetings.
- Managing communication functions with key stakeholders.
- Act as key liaison and coordination point between the Office of the Chief Executive, divisional management and staff, ensuring all parties remain informed of relevant decisions and communication in a professional, accurate and prompt manner.
- Stay informed with state government operations and contemporary administrative practices, including record management, to provide expert advice and assistance in the management of a range of complex, cross-functional issues.
- Develop, implement and evaluate business processes to ensure the confidential and timely management of information and correspondence received by the Executive Director.
- Implement, manage and maintain appropriate information management systems and records in accordance with Renewal SA procedures, supporting the Executive Director and divisional team.
- Manage simple administrative contracts on behalf of Executive Director when requested.
- Provide ad hoc administrative tasks and support functions as required.

Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	Why

Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Provide expert advice on complex matters and manage a range of different functions for the Executive Director, ensuring relevant guidelines, standards and policies are complied with.
- Ensures deadlines are met, demonstrating confidentiality, accuracy, attention to detail and integrity.
- Prioritising competing business demands in line with business operational needs.

Qualifications and Technical Requirements

- Experience in similar role, working with and supporting an Executive and senior management.
- Qualifications in administration, business management, or business support qualifications are desired.
- Demonstrated knowledge of state government operations and contemporary administrative practices is desired.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Foundational	<ul style="list-style-type: none"> • Write and speak in a professional way using correct English and grammar. • Develop communications focused on a clear message and ensure this reaches the intended audience. • Know the level of background and context the audience requires, use general language and avoid jargon. • Ensure communications follow the Renewal SA writing style and language guidelines.
Strategy and Growth	Lead yourself	Foundational	<ul style="list-style-type: none"> • Show commitment to complete your work in periods of high stress or time pressure. • Be willing to develop and apply new skills as required for your role and seek opportunities for learning and development. • Show commitment to completing assigned work activities meeting quality expectations. • Act in a courteous way to others and understand Renewal SA's compliance and ethical expectations.
Innovation and Agility	Be flexible	Foundational	<ul style="list-style-type: none"> • Be able to reprioritise workload to meet changing needs of your leaders and team. • Be willing to develop new skills through learning and experience to meet changing needs of your role. • Demonstrate openness to adjust ways of working as required. • Be accepting of new team members or changes to team structures.
Solutions Focused	Prioritise and plan	Foundational	<ul style="list-style-type: none"> • Identify the actions required and their relative importance for your role and team. • Show awareness of the objectives of your team and your role in delivering the plan. • Be aware of individuals' responsibilities, meetings and other interactions that are required to deliver the team's goals. • Reprioritise and reschedule work activities on a regular basis to achieve agreed outcomes with team.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	<input type="checkbox"/>	I have read and understood the role and expectations of me.	<input type="checkbox"/>
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.