



Government
of South Australia

Department for Infrastructure
and Transport

Executive Officer (ASO4)

Role statement

Organisational alignment	Division:	North-South Corridor Program Delivery Office
	Directorate:	Business and Governance
	Section:	Engineering
Reporting relationships	Reports to:	Director, Engineering
	Direct reports:	Nil

Role overview

The Executive Officer provides high-quality executive, administrative and governance support to the Director, Engineering, contributing to the effective operation of the Division and achievement of business objectives. The role is responsible for coordinating a range of administrative and business support activities, including governance committee support, correspondence management, reporting, briefing preparation and quality assurance processes.

Working with a high degree of autonomy, the Executive Officer liaises with stakeholders across the Department and project teams, coordinates information flow, supports administrative and human resource functions, and assists with the delivery of divisional priorities. The role requires strong organisational skills, sound judgement, adaptability and the ability to manage competing priorities while maintaining a high standard of service and professionalism.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Provide executive and administrative support to ensure the efficient operation of divisional business functions, governance processes and key priorities.
- Coordinate and support the delivery of projects, programs and business activities, ensuring alignment with departmental objectives, policies and procedures.
- Prepare and coordinate correspondence, reports, briefing notes, presentations and meeting documentation, ensuring accuracy, quality and timely delivery.
- Build and maintain effective working relationships with internal and external stakeholders to facilitate communication, resolve issues and support service delivery.
- Contribute to the development and implementation of business processes, procedures and initiatives that improve efficiency, compliance and customer service outcomes.
- Maintain accurate records, monitor actions and support governance, reporting and administrative functions to ensure organisational requirements are met.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- Nil

Technical capabilities

- Nil

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Demonstrated experience in providing high-quality administrative, governance and executive support services, including the preparation of correspondence, briefing notes, reports and meeting documentation.
- Well-developed communication and interpersonal skills, with the ability to build effective working relationships, liaise with a broad range of stakeholders and contribute to positive outcomes.
- Proven ability to research, analyse and interpret information, providing accurate advice, recommendations and written communications within required timeframes.
- Demonstrated organisational skills with the ability to manage competing priorities, coordinate multiple activities and consistently deliver high-quality work with attention to detail.
- Experience in supporting the delivery of projects, programs, policies or business initiatives, including monitoring actions, maintaining records and contributing to the achievement of organisational objectives.
- Ability to work independently and as part of a team, demonstrating initiative, sound judgement and a commitment to continuous improvement and customer service.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Stephan Tan, Director of Business and Governance

People, Culture and Capability Use Only	KNet ID: #	ANZSCO code: <Insert #>	Position number: <Insert #>
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