MAKING A DIFFERENCE SO SOUTH AUSTRALIA THRIVES

Government of South Australia

ROLE DESCRIPTION

ROLE TITLE: Cabinet Officer

CLASSIFICATION: ASO5

ROLE NUMBER: P49705 & P12149

AGENCY: Department of the Premier and Cabinet

DIVISION: Policy and Engagement Group

BUSINESS UNIT: Cabinet Office

REPORTS TO: *Manager, Cabinet Advice and Operations*

ROLES REPORTING TO THIS ROLE: *NIL*

BUDGET: *NIL*

ROLE PURPOSE: The Cabinet Officer plans and coordinates procedural, logistical and operational activities to ensure that the South Australian Cabinet and Cabinet Committees run effectively and efficiently. The Cabinet Officer provides advice to ministerial and agency staff on preparing Cabinet and Cabinet Committee documents, and contributes to developing, interpreting and implementing Cabinet and Cabinet Committee processes and policies. The nature of the work requires accuracy, attention to detail, excellent communication skills and process thinking.

KEY OUTCOMES OF ROLE:

1. Coordinate and deliver high-quality Cabinet and Cabinet Committee support services, ensuring business is managed efficiently, accurately, securely and in accordance with legislative and procedural requirements.
2. Manage Cabinet and Cabinet Committee meeting schedules, reporting deadlines, documentation workflows and meeting logistics (including IT and teleconferencing) in collaboration with the Premier's Office, Ministerial Offices and agency stakeholders.
3. Provide expert advice, quality assurance and process guidance to Ministerial and agency staff on Cabinet policies, procedures, protocols and statutory obligations.
4. Deliver comprehensive secretariat and administrative support, including stakeholder liaison, records management, maintenance of operational procedures and statistics, maintenance of financial records, communication of decisions and publication activities.
5. Support the Manager, Cabinet Advice and Operations and Senior Cabinet Officer in the effective delivery of Cabinet services, operational priorities and continuous improvement initiatives.
6. Perform Executive Council Clerk functions, including preparing briefing materials for the Governor, coordinating Executive Council business and supporting engagement with Ministers and the Governor's Office.
7. Contribute to the administration, enhancement and user support of Cabinet business systems, including system improvements and training for Ministerial and agency staff.
8. Support broader Cabinet Office objectives through project delivery, continuity of government and disaster preparedness activities, reporting, monitoring, records management and the management of sensitive administrative matters.

KEY RELATIONSHIPS / INTERACTIONS:

- Works closely with colleagues in Cabinet Office
- Liaises with staff in ministerial offices and agencies
- Liaises with the Governor, Lieutenant-Governor and Government House staff
- Liaises with the Government Gazette
- Liaises with Cabinet Committee Executive Officers
- Liaises with Policy and Engagement Group staff
- Liaises with Premier and Ministers

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
  - ☒ Nationally Coordinated Criminal History Checks (NCCHC) (required for all roles)
  - ☐ Working with Children Check
  - ☐ Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- Intra-state travel may be required and a current driver's licence is essential.

KEY SELECTION CRITERIA:

- Experience in interpreting and implementing processes and policies and providing relevant advice to a diverse range of stakeholders.
- High level of communication skills, attention to detail and accuracy.
- Demonstrated interpersonal skills that foster trust, confidence and co-operation, while maintaining professional integrity, confidentiality and credibility.
- Experience in managing complex inter-related processes within tight timelines.
- Experience in effective records management systems, including storage, archival and retrieval.
- Sound knowledge of government structures, public sector administration policies and procedures, including Cabinet and Executive Council processes.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- Trust
- Service
- Professionalism
- Respect
- Collaboration and Engagement
- Honesty and Integrity
- Courage and Tenacity
- Sustainability

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, The Code of Ethics for the South Australian Public Sector, and the legislative requirements of the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Supports and Implements the Strategic Direction

☒ Understands the big-picture and contributes to the development of strategic direction
☒ Understands and supports organisational goals and business objectives
☒ Understands, supports and promotes organisational goals and business objectives
☒ Steers and implements change
☒ Identifies, defines and solves complex problems relating to the teams work objectives
☒ Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

☒ Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
☒ Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
☒ Ensures compliance with Public Sector legislation, regulations and policies
☒ Monitors project performance and takes action to improve the delivery of quality outcomes as required
☒ Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

☒ Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
☒ Keeps abreast of market trends, developments and economic/ legislative changes to meet current and future organisational needs
☒ Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
☒ Embeds a strong customer service ethos by understanding needs
☐ Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

☒ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
☒ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
☒ Works collaboratively and shares information with own team and seeks input from others
☒ Builds and sustains positive relationships with team members, stakeholders and clients
☒ Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

☒ Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
☒ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
☒ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
☒ Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
☒ Contributes to a culture that values and respects diversity and models this in all interactions
☒ Ensures standards for the safety and wellbeing of self and others are maintained