

ROLE DESCRIPTION

ROLE TITLE: Executive Services Coordinator

CLASSIFICATION: ASO5

ROLE NUMBER: TBC

AGENCY: [Department of the Premier and Cabinet](#)

DIVISION: Chief Operating Officer

BUSINESS UNIT: Government Advertising and Insights Hub

REPORTS TO: *Manager Operations and Executive Services*

ROLES REPORTING TO THIS ROLE:

NIL

BUDGET:

ROLE PURPOSE:

The Government Advertising and Insights Hub (the Hub) delivers a centralised brand advertising service for the Government of South Australia to better inform citizens about important issues that affect their lives. The Executive Services Coordinator is responsible to the Manager Operations and Executive Services for providing administrative support to the manager and broader Operations and Executive Services team for the provision of a broad range of services related to the Hub. The role is required to collate, analyse and summarise a range of information and data and provide a confidential secretarial and administration service with a specific emphasis on achieving quality business outcomes.

KEY OUTCOMES OF ROLE:

1. Assisting the Manager by providing administrative support across the Operations and Executive Services team.
2. Assisting with the facilitation of Whole of Government operations including Cabinet submissions, briefings and Parliamentary business, particularly liaising with the Office of the Chief Operating Officer, Office of the Chief Executive, the Premier's Office and Cabinet Office as required.
3. Ensuring the timely management of departmental processes and drafting associated documents related to HR, correspondence, business planning and reporting, Freedom of Information (FOI) applications and other administrative services.
4. Providing comprehensive secretarial duties to the Government Communications Advisory Committee (GCAC) and for meetings in a timely and efficient manner, including meeting organisation, compilation and distribution of agenda and papers, minute taking, distribution of minutes, and following up of outstanding action items.
5. Facilitating and supporting the effective use of LaunchPad, ensuring campaign approvals are accurately recorded, enabling improved reporting and analysis.
6. Providing expert advice to staff and stakeholders in the correct application of operational processes, procedures and guidelines to ensure compliance with Government administration policy and frameworks.
7. Building and foster effective relationships and networks with key internal and external stakeholders.
8. Providing general administration support and input into Hub activities and ensuring they comply with agency and Government policies, meeting defined objectives and achieving appropriate quality standards

KEY RELATIONSHIPS / INTERACTIONS:

- Reports to Manager, Operations and Executive Services
- Supports the Executive Director
- Liaises with GCAC committee members
- Liaises with Hub, DPC, and State Government agencies, and external stakeholders where applicable
- Collaborative working relationships with Hub team members

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):
 - National Police Check (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.

KEY SELECTION CRITERIA:

- Demonstrated experience in coordinating, planning and providing a wide range of professional and efficient administrative services, including providing high level professional executive support for executives.
- High level verbal communication and interpersonal skills and proven written communication skills, particularly in the preparation of different types of correspondence including, cabinet submissions, briefings and minutes.
- Demonstrated ability to use a full range of Information Technology and record management systems at a high level, including the MS Suite (Word, Outlook, Excel, PowerPoint, SharePoint) Objective, HR systems, Basware and LaunchPad.
- Demonstrate well-developed organisational skills including working under limited direction in managing multiple, concurrent matters within deadlines, proven ability to sustain high level performance, determine priorities, organise workloads and meet demanding work deadlines.
- Demonstrated experience in establishing sound and effective relationships with a wide range of stakeholders, maintaining formal and informal networks and liaise with senior personnel.
- Demonstrated experience in working both independently and collaboratively within a team environment and exercising initiative and judgement in planning project related functions, collating, analysing and summarising a range of data and identifying and resolving complex problems.
- Demonstrated political acumen and well-developed knowledge of Government and public sector administrative policies and procedures, combined with experience working in a politically sensitive and confidential environment and liaising with senior executives and providing high level responses.
- Demonstrated ability to handle sensitive issues with tact and diplomacy and maintain a high level of confidentiality at all times.

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

- 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