

ROLE DESCRIPTION

Senior Executive Services Officer

Classification: ASO5



Role title	Senior Executive Services Officer
Classification	ASO5
Agency	Department of the Premier and Cabinet
Division / Business Unit	Coordinator General's Office
Reports to	Manager, Corporate and Executive Services
Roles reporting to this role	Not Applicable
Budget	Not Applicable

Role purpose

The Senior Executive Services Officer is responsible for planning, coordinating and delivering a range of corporate support functions for the effective operation of the Coordinator General's Office (CGO) and the delivery of high quality, confidential executive services to the Coordinator General, Deputy Coordinator General and other CGO executives. The role coordinates and manages executive schedules, workflows, priorities and communications, prepares a range of correspondence and briefings triages and responds to enquiries and ensures the Executive is alerted to emerging issues and opportunities.

The Senior Executive Services Officer coordinates and undertakes the planning and delivery of a range of corporate services, governance and secretariat functions, organisational reporting activities and program support requirements. The role is also responsible for planning and undertaking significant projects, including investigating issues and risks, analysing a range of data and information and providing assistance to the CGO leadership team in the delivery of key CGO projects, initiatives and strategic priorities.

Key outcomes of the role

Executive Services

- Plan, coordinate and deliver a range of high-quality executive support services to the Coordinator General, Deputy Coordinator General and/or other CGO executives that deliver confidential, highly proactive and organised administrative and secretarial services.
- Coordinate and manage Executive schedules, including forward planning, diary management, travel and logistical arrangements.
- Plan and provide high quality communication coordination services including triaging and responding to enquiries, preparing a range of correspondence and briefings, negotiating sensitive matters with key stakeholders and ensuring the Executive is alerted to emerging issues and opportunities.
- Provide a responsive and professional interface between the Executive and a range of stakeholders, including the Minister's office, government agencies, sector partners and industry organisations.
- Undertake research and investigations related to complex matters and collate evidence and relevant information to inform Executive and operational decision-making.

Corporate Services

- Coordinate and undertake the planning and delivery of a range of functions and services which support the delivery of Coordinator General's Office governance and reporting requirements, including providing assistance to the CGO Annual Report, parliamentary reporting and Cabinet reporting.
- Plan, coordinate and provide secretariat assistance for the CGO Board, committees and high level meetings, including coordinating and undertaking the preparation of agendas, meeting papers, minutes, action registers and related documentation, and monitoring and following up action items.
- Undertake the research and analysis of Board and committee action items assigned to the Executive group, including undertaking environmental scans of COG policy positions and changes, identifying issues and risks, and preparing briefings and reports with recommendations
- Coordinate and deliver a range of confidential records management, finance, facilities management, and recruitment related functions, including undertaking onboarding, induction, workforce administration and performance management reporting activities.
- Develop, implement and maintain systems, procedures and protocols to facilitate coordinated information flow to and from the Coordinator General's Office the preparation of coordinated responses, and the regular reporting on progress of projects and operational activities against plans.

Program Support

- Plan and undertake significant projects, including investigating issues and risks, analysing a range of data and information and providing related reporting.
- Provide assistance to the CGO leadership team in the delivery of key CGO projects, initiatives and strategic priorities, including scheduling and monitoring project milestones and deliverables, maintaining risk registers and preparing project status updates and reporting.
- Coordinate, undertake and monitor stakeholder engagement activities, including coordinating meetings and workshops and developing related communications collateral.
- Develop and maintain collaborative working relationships with internal and external project stakeholders, including providing advice to project partners and negotiating on significant matters affecting project delivery.
- Develop and deliver a range of project briefing materials, reports, presentations, correspondence for internal and external stakeholders.

Key relationships / interactions

- Coordinator General.
- Deputy Coordinator General and Assistant Coordinator General/s.
- Manager, Corporate and Executive Services
- Premier's Office and Ministerial Offices.
- Department of the Premier and Cabinet corporate service providers.
- Officers and representatives across State, Commonwealth and local government.
- Members of the CGO Board.
- External stakeholders including industry representatives, consultants, contractors and service providers.

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.
- Nationally Coordinated Criminal History Check (NCCHC).
- Negative Vetting Level 1 Security Clearance.
- 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.
- Some out-of-hours work may be required.
- Intra-state and interstate travel may be required.

Key selection criteria

- Demonstrated experience coordinating and providing executive functions and services for senior executive levels, including independently dealing with complex and sensitive matters, preparing a range of responses, documents and briefings and providing secretariat services for high-level committees and Executive meetings.
- Demonstrated experience coordinating and undertaking a range of administrative functions including governance, financial, procurement, workforce and records management processes.
- Experience in planning and undertaking a range of projects, including investigating issues and risks, analysing a range of data and information and providing related reporting and providing assistance to a leadership team in the delivery of projects, initiatives and strategic priorities.
- Sound knowledge of the systems, practices and processes related to the delivery of high-quality administrative, executive officer, governance, human resource and records management functions and knowledge of Agency program activities and related government policies.
- Proven ability to work independently, under limited direction and as part of a team, and to identify performance outcomes, plan and manage workloads, set priorities to achieve objectives and meet deadlines within a context of competing priorities and expectations.
- Demonstrated ability to exercise judgement and delegated authority in planning and delivering research, selecting methods and techniques based on sound judgement, and providing advice and recommendations to the resolution of problems and matters of some complexity.
- Well-developed interpersonal, written and verbal communication skills, with the ability to liaise and negotiate effectively with people at all levels and prepare well-written and clear documents, minutes and reports for a range of audiences.

Corporate Responsibilities

- Keep accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintain a commitment to the *Public Sector Act 2009* and *Work Health and Safety Act 2012* and their legislative requirements.
- Observe the Code of Ethics for the South Australian Public Sector and the Public Sector Values.
- Demonstrate a commitment to creating and maintaining a fair, inclusive and diverse working environment that values and utilises the contributions of all. In particular, show support for the inclusion of Aboriginal and Torres Strait Islander people and other underrepresented groups.