

DEPARTMENT OF PLANNING, TRANSPORT AND INFRASTRUCTURE

ROLE STATEMENT

Executive Assistant
Office for Recreation and Sport

Classification Level **ASO4** **ANZSCO Code** 2244

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by enabling the safe and efficient movement of people and freight across the state and facilitating development of the State's infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

The Office for Recreation and Sport

The Office for Recreation and Sport (ORS) is the lead agency for the Government's policy on sport and active recreation. ORS supports sport and recreation organisations through the development of policy, programs and resources, the provision of funding, recreation and sport planning, infrastructure development, elite sport pathways and the promotion of physical activity.

Role Overview

The Executive Assistant (EA) is accountable to the Executive Director, Office for Recreation and Sport (ORS) and is responsible for the provision of efficient, accurate and professional administrative and executive support. The incumbent is responsible for ensuring that information is relevant, accessible, sound and up-to-date and provides an essential and highly professional point of contact for interface between ORS and government and industry stakeholders. The position develops, manages and improves systems and processes to underpin business efficiency and effectiveness.

The incumbent is also responsible for the coordination and drafting of a wide range of briefings, minutes, reports and other communications between the Minister's office, the Department of Planning, Transport and Infrastructure and other government agencies through the effective, efficient and timely preparation for flow of both sensitive and routine information.

To be successful in this position, it is critical that the incumbent demonstrates a sound knowledge of government, takes initiative, and is efficient in managing and organising high volumes of information under pressure.

The position also provides research and project support to the Executive Director

Key Outcomes

Provide a comprehensive secretarial and administrative service to the Executive Director, Office for Recreation and Sport, with regard to the confidential nature and political sensitivity of the work, by:

- Day to day management and organisation of the Executive Director's diary and appointments, arranging travel and accommodation, responding to invitations, preparation of daily meeting papers and attend to or redirect incoming telephone calls as appropriate;
- Maintain a professional point of contact is for the Executive Director, ORS to ensure effective communication and working relationships are maintained with ORS Executive staff, ORS Managers, the Minister's Officer, staff of other State and Federal government agencies, Ministerial Offices and a wide variety of key stakeholders across government and industry.
- Preparing agendas, taking and distributing accurate minutes for Board and Committee meetings and ensuring business matters arising from meetings are effectively investigated and followed-up;
- Maintain confidential knowledge of the Executive Director's business to meet the Executive Director, ORS' business support expectations;
- Ensure effective liaison is undertaken with stakeholders regarding complex and/or difficult issues, whilst maintaining an astute awareness of politically sensitive issues within the ORS business, and unresolved or emerging issues are identified and brought to the attention of the Director for response with the provision of accurate information;
- Ensuring agreed deadlines for correspondence, Parliamentary briefing notes, Cabinet Submissions etc, are met with the provision of timely, relevant and accurate correspondence to achieve quality outcomes;
- Undertaking research and project work at the direction of the Executive Director; and
- Other duties as directed by the Executive Director.

Ensuring effective administrative and records management service, including:

- Managing and prioritising all incoming and outgoing correspondence, including emails on behalf of the Executive Director, as directed;
- An effective role is undertaken to ensure the delivery of high quality services to the Executive Director, to ensure the effective and efficient planning, coordination, documentation and provision of appropriate material for meetings.
- Filing and document management;
- Following up action items and monitoring critical dates; and
- Providing regular correspondence status reports.

Support the management of the Department's Ministerial and wider government responsibilities and issues at a state and national level by:

- Evaluating, reviewing and enhancing correspondence for the Minister and the Chief Executive.
- Preparing policy statements, reports, letters and various other correspondence as required.
- Attending to and researching sensitive confidential matters; and
- Using discretion and being politically sensitive to a range of issues.

Provide an effective liaison between the Minister's Office and the Department by ensuring that agreed deadlines for correspondence, Parliamentary briefing

notes etc, are met with the provision of timely, relevant, and accurate correspondence to achieve quality outcomes by:

- Monitoring incoming and outgoing correspondence between the Minister's Office and the Department, having regard to possible urgency, political sensitivity etc.
- Critically assessing/vetting draft responses and briefing notes for the Minister.
- Preparing correspondence and meeting papers for the Executive Director and for the Minister as required.
- Establishing and maintaining document standards and protocols, including developing pro-forma replies to routine, non complex issues; and
- Ensure that Cabinet Submissions are prepared in the required format, and contain all relevant/required information by providing advice to Directors and Managers.

Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics and departmental human resource policies, including the OHS&W requirements.

Special Conditions

- Some out of hours and interstate travel may be required.
- This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures.

Essential Selection Criteria

Qualifications / Licences

Nil

Person Capabilities

- Extensive experience in the provision of a confidential, secretarial, administrative and clerical service to Executive Management.
- A knowledge of Government and its operation especially as it relates to the Minister's Office.
- Ability to set priorities, allocate and manage time and resources to ensure pressure is managed and multiple deadlines are met.
- High-level written and oral communication skills, including experience in researching, analysing and coordinating information, preparing timely, clear and concise written reports, briefing papers, cabinet submissions and correspondence.
- Proven ability to work in a self-directed and self motivated manner, under limited direction across a diverse range of tasks.
- Proven ability in the utilisation of diplomacy and tact, liaising and negotiating with a range of stakeholders and maintaining confidential and sensitive information with integrity, in a professional manner, particularly when dealing with sensitive political issues.
- Ability to identify, define and solve complex and ambiguous problems relating to work and associated areas.

- Proven commitment to the principles and practices of:
 - Equal employment opportunity, ethical conduct, diversity and OHS&W;
 - Customer service;
 - Quality management and client oriented service; and
 - Risk management.

Delegate Approval of Role Statement

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Name	Title	Signature	Date