

Role Statement



ROLE TITLE	Administrative Coordinator to Deputy CEO	POSITION NO.	TBA
CLASSIFICATION	ASO4	REVIEWED DATE	Oct 2024
PORTFOLIO	Audience and Experience		
AGENCY	History Trust of SA		
ANZCO CODE			

QUALIFICATIONS	
Nil	
ROLE PURPOSE/CONTEXT	
<p>The Administrative Coordinator (AC) to the Deputy Chief Executive Officer (DCE) is responsible for co-ordinating and providing a range of business support functions and administrative services that support the DCE of the History Trust of SA. The role works closely with, and provides high quality communication and coordination services for, the DCE including managing the daily schedule to ensure the highest level of time management efficiency and responsiveness to urgent matters.</p> <p>The AC is responsible for coordinating and undertaking a range of confidential administrative functions and secretarial services.</p>	
REPORTING/WORKING RELATIONSHIPS	
<ul style="list-style-type: none"> • Reports to the DCE • Close working relationship with the Executive Assistant to the CEO • Builds and maintains strong working relationships with internal and external stakeholders 	
SECTION A	RESULTS TO BE ACHIEVED
<ul style="list-style-type: none"> • Coordinate and provide a range of support programs and services that deliver confidential, proactive and organised administrative and secretarial services. • Provide communication coordination services to the Deputy Chief Executive Officer, including liaising with key stakeholders, government agencies and members of the public on their behalf and ensuring the Deputy CEO is alerted to emerging issues and opportunities. • Coordinate and manage the schedule of the DCE including: calendar; email; correspondence travel; accommodation and itinerary requirements. • Coordinate, and provide advice to a range of support functions for the DCE's committee representations, including preparation of meeting papers, researching and presenting information, and providing status reports on outstanding issues. • Provide a range of procurement and financial services and support • Provide a responsive and professional interface and promote effective communication with and between internal and external stakeholders and escalate communications as appropriate. • Establish and maintain appropriate information systems that support regular monitoring and reporting on progress of projects against plans and coordinate and undertake records management functions which comply with relevant government legislation and departmental policies and procedures. • Institute and maintain processes and procedures that relate to the effective management and performance of the DCE's work programs, including developing, documenting and evaluating systems and procedures and implementing change as required to meet new or increased service demands. • Gather and maintain data on existing and potential donors/partners to assist the DCE to inform strategies for the HTSA Philanthropy and Development programs. 	
SPECIFIC REQUIREMENTS	

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Engagement in this role is subject to a satisfactory Department of Human Services Working With Children Check. A renewal will be required every 5 years.

Out of hours work may be required and interstate and intrastate travel may be required.

All History Trust of SA employees are required to work in accordance with the Code of Ethics for South Australian Public Sector, policies, procedures and legislative requirements including but not limited to:

Work Health and Safety Act 2012 (SA); Return to Work Act 2014 (SA); Equal Employment Opportunities (including prevention of bullying, harassment and intimidation); Children’s Protection Act 1993 (Cth) – ‘Notification of Abuse or Neglect’; Public Interest Disclosure Act 2018; Disability Discrimination; Information Privacy Principle; Relevant Awards, Enterprise Agreements, Public Sector Act 2009, History Trust of SA Act 1981, and OCPSE Determinations and Guidelines; Relevant Australian Standards; Applying the principles of the South Australian Government’s Risk Management Policy to work as appropriate; Maintain accurate and complete records of business activities in accordance with the State Records Act 1997.

All History Trust of SA employees commit to value and respect the needs and contributions of First Nations employees and visitors and commit to the development of intercultural capability.

This role is based in Adelaide, SA but may be required to work from Birdwood, SA, and Port Adelaide, SA. Depending on work requirements the incumbent may be transferred to other locations across the History Trust to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees.

SECTION B	SELECTION CRITERIA
TECHNICAL EXPERTISE	
<p>Essential:</p> <ul style="list-style-type: none"> • Sound knowledge of administrative, finance, records management and human resource practices and procedures, and knowledge of related government policies. • Sound knowledge of, and experience in, the administration and maintenance of records and information management systems and the use of Office 365 environment. <p>Desirable:</p> <ul style="list-style-type: none"> • Sound understanding of government procurement policies and procedures. • Knowledge of governance processes and practices in a public sector environment and knowledge of the History Trust of South Australia functions and program activities. 	
PERSONAL ABILITIES	
<ul style="list-style-type: none"> • Proven ability to utilise confidentiality, diplomacy and discretion and to work astutely in a sensitive/political environment. • Well-developed interpersonal, written and verbal communication skills to communicate effectively and confidently with a wide range of stakeholders including the ability to exercise tact and diplomacy, use initiative and maintain a high level of confidentiality at all times. • Demonstrated ability to identify and resolve problems of a sensitive nature, appropriately use work-related resources and information in accordance with policies and guidelines and exercise initiative and judgement where procedures are not clearly defined. • Demonstrated ability to work under limited direction, both individually and as a member of a team, determine priorities and organise workloads to meet deadlines in an environment of continual change. 	
EXPERIENCE	
<p>Essential</p> <ul style="list-style-type: none"> • Sound experience in the coordination and delivery of confidential administrative and secretarial support services to senior level, including: managing scheduling; travel requirements; financial administration functions and establishing, maintaining and controlling appropriate administrative processes and systems. 	

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- Experience in undertaking research, preparing reports and providing accurate and timely information and advice in relation to administrative policy, guidelines and procedural matters.
- Sound experience communicating successfully with a broad range of people, including senior public servants.

Role Acceptance

I have read and understand the responsibilities and organisational context as outlined in this role statement and agree to adhere to the values of the SA Government and History Trust of SA as described within this document.

Occupant Name: _____ Occupant Signature: _____ Date: _____