

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Executive Coordinator

Division: Corporate, Heritage and Climate Action

Classification Level: ASO5

Branch/Unit: Office of the Executive Director

CHRIS Position Number: NEW

Reports to (Title): Manager, Business and Advice, Office of the Executive Director, CHCA

About the Agency – [Department for Environment and Water](#)

About the Role

The Executive Coordinator is responsible for providing support to the Office of the Executive Director (OED) and works in partnership with the Principal Advisors, ensuring that Divisional correspondence including Ministerial briefings, Cabinet Submissions, Parliamentary business and regular business is effectively coordinated for the Division. The role will be required to use a high level of initiative, particularly managing OED correspondence, including preparation of letters, reports, briefings, presentations and minutes.

In addition, the Executive Coordinator will provide support to the Executive Director, Office of the Executive Director, by maintaining records within OED, and providing administrative support as required by the Executive Director.

The Executive Coordinator also works closely with the office of the Chief Executive, Minister and other Executive Directors and provides leadership, guidance and support to Divisional administrative staff, ensuring that a high level of service is maintained throughout the Division.

Key Role Outcomes

- Confidential and highly efficient business services are coordinated and provided to the Division, including accurate and efficient preparation and coordination of documents (including Ministerial briefings, Cabinet submissions, parliamentary briefings notes and other relevant documents) and management of divisional correspondence within nominated timeframes, including the quality control of documents for the Executive Director.
- The day-to-day activities for the Executive Director are monitored and the workflow coordinated to ensure work is prioritised with any urgent matters identified and promptly actioned.
- Collaborative relationships and partnerships are built and fostered with key internal and external stakeholders.
- Expert advice is provided to staff and stakeholders regarding the correct application of operational processes, procedures and guidelines to ensure compliance with Government administration policy and frameworks.
- Advice and support are provided to the Executive Director on key management and/or administrative issues.
- Business related projects and initiatives are undertaken, including process improvement.
- Responsive and comprehensive administrative services are provided for the Office of the Executive Director, including forward planning, diary management and travel itinerary.

Essential Criteria (including qualifications)

- Ability to work under limited direction, determine priorities, organise workloads and meet deadlines.
- 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 experience in establishing and maintaining sound and effective relationships with a wide range of stakeholders.
- High level verbal communication and interpersonal skills and proven written communication skills with the ability to prepare correspondence including letters, briefings, Ministerial correspondence and Cabinet submissions.
- Demonstrated experience in identifying opportunities for best practice and implementing accordingly.
- Demonstrated experience in delivering high quality customer service to both internal and external customers.
- Extensive experience in using Microsoft office and the ability to coordinate and schedule appointments, meetings and travel arrangements in a timely manner.

Key Relationships/Interactions

- Strong working relationship with the Principal Advisors for Corporate, Heritage and Climate Action Division.
- Works collaboratively with the Divisional Leadership team, Manager Business and Advice, Business Coordinator, business support officers, branch Executive Assistants, and divisional staff to ensure the delivery of business and administrative responsibilities.
- Builds strong working relationships with Corporate Services and agency-wide staff.
- Staff from other State government portfolios and private sectors.
- Staff from interstate and Commonwealth government departments and agencies.
- DEW Executive, senior managers and staff of the Department.
- Staff from the Office of the Chief Executive and the Office of the Minister for Climate, Environment and Water.

Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.

- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.
- Demonstrates ability to work alone and be self-reliant.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Thinking and Acting Strategically 	<ul style="list-style-type: none"> • Can identify and articulate potential issues and implications. • Remains focused on achieving outcomes despite the emergence of unexpected or unplanned pressures
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Assuming Accountability • Making Decisions 	<ul style="list-style-type: none"> • Works with key stakeholders to problem solve over coming challenges and facilitate the achievement of outcomes • Shows initiative in moving projects forward and dealing with potential problems • Knows when to seek further information, clarify issues or involve others in the decision making process
Drives Business Excellence	<ul style="list-style-type: none"> • Facilitating Quality and Continuous Improvement • Promoting Customer Service 	<ul style="list-style-type: none"> • Monitors and questions the effectiveness of existing practices within the team. • Acts as a role model by striving to deliver quality outcomes even when under pressure • Gathers feedback from customers to assist in continually improving service delivery
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Establishing and Maintaining Networks 	<ul style="list-style-type: none"> • Works well with others and is effective in collaborating with colleagues across the Agency
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Displaying Flexibility and Resilience 	<ul style="list-style-type: none"> • Adapts to new situations while maintaining achievement of outcomes. • Presents a positive and composed manner even in stressful situations

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Date Delegate approved original classification:	16/12/2025	Original Class method:	Comparison
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