

Executive Support Officer

Department for Child Protection

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential.*

CLASSIFICATION:	ASO4	DIRECTORATE:	Office of the Chief Executive
REPORTS TO:	Team Leader, Business and Executive Support	BUSINESS UNIT:	Office of the Chief Executive
ROLES REPORTING TO THIS ROLE:	Nil		

ABOUT THIS ROLE:

The Executive Support Officer reports to the Principal Executive Officer on a day-to-day basis, and is accountable to the Team Leader, Business and Executive Support for the provision of a high quality, efficient and confidential administrative support service and a level of research, analysis and project support. In liaison with the Principal Executive Officer, the Executive Support Officer will provide support on the logistics and protocols associated with the functions of the Chief Executive and initiate and develop responses to enquiries from the public and Senior Departmental Officers.

The position is responsible for the coordination of matters relating to the strategic and operational business of the Chief Executive, Director and senior staff members within the Office of the Chief Executive and through the Principal Executive Officer, will ensure the provision of a highly effective communication and liaison service for the Director and Chief Executive and the monitoring and review of correspondence standards and processes that are efficient and professionally presented.

The position operates in a politically sensitive environment whereby confidentiality, discretion and integrity of the highest order is necessary.

YOU WILL BE ADDING VALUE BY:

- Providing executive and administrative support through the Principal Executive Officer by:
 - Preparing correspondence and documents.
 - Organising venues, facilities and catering.
 - Receiving and responding to invitations on behalf of the Chief Executive.
 - Arranging relevant travel bookings.
 - Providing general diary management.
- Liaising, coordinating and negotiating with relevant agency officers, Ministerial staff and other relevant public sector personnel on urgent and confidential matters.
- Supporting information services on a broad range of politically sensitive and commercially in confidence matters for the Office of the Chief Executive.
- Providing an effective communication and liaison service through monitoring and prioritising responses, providing a coordinating link and positive interaction between the Chief Executive's Office, Minister's Office, Managers and staff, and the public and private sectors.
- Preparing the Chief Executive's proactive disclosure obligations on a monthly basis.
- Coordinating the preparation of Divisional briefing papers required by the Chief Executive or Minister enclosing all relevant documentation.
- Maintaining an appropriate correspondence tracking system.
- Providing an effective and efficient office filing system and associated recording systems.
- Contributing to the development, implementation and monitoring of project initiatives by researching and analysing relevant data and preparing written reports. Assisting Project Officers with projects where required.
- Providing a level of executive assistance, including preparation of agenda papers and undertaking and monitoring appropriate follow up action for committees.
- Undertaking any other duties and responsibilities as considered reasonable.

WHO YOU WILL WORK WITH:

- Team Leader, Business and Executive Support (direct line manager)
- Principal Executive Officer
- Office of the Chief Executive Staff

QUALIFICATIONS:

Essential: Nil

Desirable: Nil



Government of South Australia
Department for Child Protection

YOUR CAPABILITIES:

- Experience in providing administrative functions, high attention to detail and providing constructive recommendations where necessary.
- High level interpersonal skills and the ability to communicate effectively both verbally and in writing in a clear and concise manner, to a wide range of stakeholders within and outside the public sector.
- Ability to provide high quality confidential executive support, including dealing with highly sensitive and/or political issues with tact and diplomacy and maintain complete confidentiality in a professional manner.
- Well-developed organisational skills, including the proven ability to manage high volumes of work, determine priorities to meet strict timelines, flexibility, ability and aptitude to work effectively as a team member, exercise initiative to implement and improve processes and outcomes.
- Ability to manage, develop, implement and evaluate projects that are complex and broad in scope.
- Demonstrated ability to foster the cooperation of others and work cooperatively in a cohesive team.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment.

OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the State Records Act 1997 and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the Children and Young People (Safety) Act 2017, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the Public Sector Act 2009 and Work Health and Safety Act 2012.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- A flexible approach to taking leave and some out of hours work may be required.

YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT: 16 February 2024



Government of South Australia
Department for Child Protection