

ROLE DESCRIPTION

ROLE DETAILS	
Role Title: Executive Coordinator	Agency: Defence SA
Classification: ASO6	Business Unit: CE Office
Position No: M25733	Location: Level 4, 151 Pirie Street, Adelaide
Type of Appointment: Ongoing	Date: 31 July 2025

ROLE DESCRIPTION APPROVAL	ACKNOWLEDGEMENT
Chief Executive / /	Occupant / /

ROLE CONTEXT	
Role Summary:	<p>The Executive Coordinator's prime responsibility is to ensure the proactive coordination and management of the diary and mailbox of the Chief Executive to provide timely, confidential and professional support across a range of functions.</p> <p>The role operates within a dynamic environment, characterised by competing priorities, heavy work pressures and matters of a highly confidential, sensitive and political nature.</p>
Reporting/ Working Relationships:	<ul style="list-style-type: none"> The Executive Coordinator reports to the Chief Executive, anticipating requirements and exercising judgment and attention to detail in relation to the workflow through the office. The incumbent will need to engender and facilitate cooperative working relationships across a range of stakeholders including: <ul style="list-style-type: none"> Members of the Defence SA Executive Team Ministers and Ministerial staff Representatives from Commonwealth Government, Defence, external agencies and the industry sector Defence SA Advisory Board members Liaison and communication with a broad range of stakeholders and their Executive Assistants (including: other local state and Commonwealth government executives and national and international defence industry executives).
Special Conditions:	<ul style="list-style-type: none"> An ability to obtain an NV1 security clearance is required. Some out-of-hours work will be required. A flexible approach to taking annual leave is required. Interstate travel may be required for specific events. The incumbent will be required to participate in the agency's performance review processes.
Experience / Knowledge/Skills	<ul style="list-style-type: none"> Extensive administration experience. Understanding of the Defence and space sectors will be highly regarded. Understanding of Government communication protocols and practices. Ability to work under pressure and under limited direction.
QUALIFICATIONS	

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Essential	Nil
Desirable	Post-secondary or tertiary qualifications in administration or HR

KEY RESPONSIBILITIES AND INDICATIVE OUTCOMES	
Support to Chief Executive	<ul style="list-style-type: none"> • Provide professional and confidential Executive Support to the Chief Executive: <ul style="list-style-type: none"> o Management and coordination of the Chief Executive's diary including coordinating meetings, interstate & international travel itineraries and associated logistics. o Liaising with representatives of other agencies, corporates, the Commonwealth and Defence to arrange appointments and meetings with high level officials. o Managing all Chief Executive correspondence including drafting correspondence and responses on behalf of the Chief Executive and maintenance of appropriate records. o Distributing correspondence to Executive Team members for action and following up to ensure timely completion. o Scheduling Executive and other project meetings on behalf of the Chief Executive including preparation of meeting minutes and managing / following up on status of required actions. o Liaison with overseas organisations (such as companies, government representatives, embassies) to facilitate meetings and visits. o Reviewing and certification of invoices for expenditure incurred on behalf of the Chief Executive's Office. o Credit card reconciliation and preparation of reimbursements for out-of-pocket expenses on behalf of the Chief Executive. • Preparation and coordination of International Travel and Trade Missions: <ul style="list-style-type: none"> o Development of itineraries for Chief Executive (including the Minister when applicable) travel including overseas trade missions o Coordinating flight and accommodation arrangements for all travellers including liaison with other agencies / parties included in the travel party o Liaison with overseas organisations (such as companies, government representatives, embassies) to facilitate meetings and visits. o Arranging associated events, functions and formal dinners in overseas locations.
Support to the Defence SA Advisory Board	<ul style="list-style-type: none"> • Provide administrative support to the Defence SA Advisory Board (DSAAB) members: <ul style="list-style-type: none"> o Arranging associated events, functions and formal dinners o Booking flights, transfers and accommodation and preparing itineraries for Board members o Providing administrative assistance for Board meetings o Reconciling DSAAB members expenses
Contribute to the achievement of the agency and team goals.	<ul style="list-style-type: none"> • Participate in the Personal Performance Development process. • Take a shared responsibility for the achievement of team outcomes and participating in the creation of a performance culture and team activities related to business planning and continuous improvement.
CAPABILITIES AND EXPECTED BEHAVIOURS	

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Personal abilities/Aptitudes/Skills	
Professional and technical knowledge and experience	<ul style="list-style-type: none"> • Proven experience in the provision of a range of confidential, secretarial and administrative service including reconciling invoices and purchase orders, travel expenditure and monthly credit card statements and taking concise and accurate minutes. • Proven well developed ability to work under limited direction, either independently or in a team environment and effectively manage high volumes of work, determine priorities to meet deadlines and show initiative in developing new work practices or taking on new tasks. • Proven ability to cope with pressure and manage competing priorities. • Proven sound ability to research, access and analyse data and information and report and present findings in a clear and concise manner. • Demonstrated keyboard skills and exceptional proficiency in the use of personal computers, including word processing, spreadsheet and presentation software such as the Microsoft Office Suite. • Demonstrated history of meeting deadlines and producing quality work. • Proven experience in the compilation of information from across an agency for the preparation of reports, agendas, and discussion papers for senior officers. • Proven experience in organising travel arrangements, accommodation, preparing itineraries, coordinating arrangements for meetings, conferences and official functions and reconciling the associated expenses. • Experience in the use of Objective or similar electronic records management system. • Knowledge and commitment to the principles and practices of Work Health and Safety (WHS) and ability to show leadership and implement WHS practices and programs.
Achievement Orientation	<ul style="list-style-type: none"> • Strives for excellence in all aspects of work. • Actively works to meet deadlines. • Achieves desired results with enthusiasm and a sense of urgency.
Communication	<ul style="list-style-type: none"> • Communicates effectively with a wide range of people and expresses ideas clearly and coherently, both verbally and in writing. • Adapts communication style to match the audience and the situation whilst maintaining brand integrity. • Demonstrates cultural sensitivity in communication.
Work organisation	<ul style="list-style-type: none"> • Sets priorities and allocates time and resources accordingly. • Committed to meeting own and team deadlines. • Demonstrates attention to detail. • Demonstrates resilience when faced with uncertainty or ambiguity.
CAPABILITIES AND EXPECTED BEHAVIOURS	
Teamwork	<ul style="list-style-type: none"> • Develops and accomplishes shared goals by taking an active role in the team and contributing ideas, knowledge and expertise. • Exercises tact, tolerance, and humour in team interactions to promote effective working relationships. • Supports team members to achieve goals by sharing workloads.
Strategic Focus	<ul style="list-style-type: none"> • Understands an organisation's strategic direction and objectives.

CORPORATE RESPONSIBILITIES

- You ensure your own personal safety and that of your co-workers and other workers by maintaining awareness, complying with agency Work Health and Safety (WHS) procedures and

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instructions and obeying reasonable safety instructions issued by Defence SA.

- You uphold the ethical behaviour and professional standards as contained in the *Public Sector Act, 2009* and the *Code of Ethics for the South Australian Public Sector*.
- You utilise resources and information in a responsible and accountable manner and comply with all Defence SA financial, human resources, procurement and other agency policies and procedures.
- You participate in Defence SA's performance review process.
- You maintain accurate and complete records of business activities in accordance with the *State Records Act, 1997*.
- You implement and maintain security in line with whole-of-government and agency policies.
- You respect and are inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds.
- You demonstrate a commitment to supporting a culture of zero tolerance towards violence against women in the workplace and community.