

Role Description



Role title:	Classification:
Governance and Briefing Officer	ASO4
Division/Business unit:	Reports to:
Community and Aboriginal Partnerships	Principal Advisor

Role purpose:

The Governance and Briefings Officer is a role within Community and Aboriginal Partnerships (CAP) and is accountable to the Principal Advisor for:

- Coordinating the preparation, reviewing, tracking and processing of Cabinet, Ministerial and Departmental briefings, speech notes, correspondence, and other government and sector communications.
- Coordinating and contributing to the preparation and dissemination of critical periodic reporting required by the department and other stakeholders.
- Establishing and maintaining effective relationships with internal and external stakeholders.
- Providing a comprehensive administrative, project and business support service to the division.
- Maintaining, reviewing and supporting office administration systems, policies and procedures.

Key outcomes and accountabilities:

1. Coordinate the preparation, coordination, tracking, formatting and processing of high-level Cabinet, Ministerial and Departmental briefings, ministerial, speech notes, correspondence and other government sector communications.
2. Coordinate the preparation and disseminations of critical periodic reporting required by the department and other stakeholders.
3. Liaise with and coordinate responses to requests for information from other government and non-government organisations.
4. Maintain and update the division's correspondence tracking systems and follow up overdue responses to Cabinet, Ministerial and Departmental briefings and reporting requests.
5. Participate in continuous improvement activities relating to information management.
6. Provide information about the division's Government Relations processes to staff.
7. Establish and maintain effective relationships with internal and external stakeholders.

Note: Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

Special conditions:

- Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.
- Some out of hours work may be required

Key Relationships/Interactions:

- Principal Advisor (line manager)
- Executive Director, management and staff within Community and Aboriginal Partnerships
- Relevant staff across the Department
- Government and non-government agencies and service providers

Budget/Delegations:

No budget or delegations accountabilities for this role.

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct.
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Treat all individuals with fairness and respect, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- Promote and maintain inclusive workplaces that embrace diversity and actively support difference.
- Demonstrate zero tolerance for discrimination, harassment, or disrespectful behaviour towards or by clients, colleagues, contractors, or stakeholders.

Role specific capabilities: (Skills, experience, knowledge, attributes)

1. **Business and Project Support** – Coordinate, manage, plan and provide quality business, project and other support services and contribute to the ongoing development of associated policies, procedures and systems.
2. **Analyse and Report** – Analyse and integrate information from a variety of sources to develop and deliver reports and presentations.
3. **Relationships and Networks** – Work cooperatively and constructively with senior and ministerial staff to achieve departmental strategic objectives and policy priorities and establish and maintain effective relationships and networks with internal and external stakeholders.
4. **Initiative** – Take prompt action to solve problems, act decisively on own judgement and look to go beyond job requirements to achieve objectives.
5. **Government Processes** – Experience in Cabinet, Ministerial and Parliamentary processes, including briefings, Cabinet submissions, and in providing advice at ministerial and/or senior executive levels.

Qualifications:

Essential: Not applicable

Key leadership competencies and expected behaviours at this classification:**Supports and implements strategic direction**

- ☐ Understands the big picture and contributes to the development of strategic direction for the BU.
- ☐ Assumes ownership of team goals and business objectives.
- ☐ Works with a whole-of-government mindset and aligns objectives with organisational priorities.
- ☒ Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty.
- ☐ Identifies and analyses complex problems relating to the team's work objectives.

Achieves and monitors own results

- ☒ Delivers results and improvements to meet team objectives.
- ☒ Evaluates existing systems and resources, and identifies opportunities for development and improvement.
- ☐ Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations.
- ☐ Abides by the laws, regulations and policies determining team and individual role activities.
- ☒ Holds self and others accountable for reaching team outcomes, and escalates issues where necessary.
- ☐ Monitors team/project performance and seeks feedback to guide improvements.
- ☒ Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.

Enhances service delivery excellence

- ☒ Adds value to the BU by setting, reaching and encouraging high performance standards.
- ☐ Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business.
- ☐ Provides others with ongoing feedback and coaching for development.
- ☒ Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards.
- ☒ Embeds a strong customer service ethos by understanding needs.
- ☒ Effectively manages resources to meet competing and complex demands.

Cultivates productive working relationships

- ☒ Seeks to understand the perspectives of others and the implication in the wider public sector.
- ☒ Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon.
- ☐ Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds.
- ☒ Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes.
- ☒ Engages in strategic relationships with internal and external stakeholders.
- ☒ Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly.

Exhibits personal drive and professionalism

- ☒ Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- ☒ Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes.
- ☒ Adapts effectively to changing priorities and work demands, responding in a controlled manner.
- ☒ Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others.
- ☒ Promotes a culture that values respect and diversity within the team, and models this in all interactions.
- ☒ Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

Approval:

Assessed by: Olivia Concesso, Lead HR Business Partner



Date: 22/06/2026

Approved by: Alex Reid, Executive Director, Community and Aboriginal Partnerships



Date: 22/06/2026