**Delivering trusted water services for a sustainable and healthy South Australia**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title | Science and Strategy Business Support Coordinator | | |
| Position Number(s) | TBC | Manager Title | Senior Manager Major Initiatives |
| Business Group | Science and Strategy | MoR Title | General Manager Science and Strategy |
| Business Unit | Major Initiatives | Direct Report’s Title(s) | N/A |

What is the unique purpose of the role?

|  |
| --- |
| Responsible for running and coordinating the day-to-day administrative duties for Senior Managers and Business Units in Science and Strategy. This essential role provides support to management and/or the office team through answering and prioritising incoming communications, distributing mail correspondence, email and diary management and general business support responsibilities. |

What does the role do?

|  |  |
| --- | --- |
| Key Accountabilities | Accountability Details |
| Put safety above all else | * Be aware of and apply roles and responsibilities in accordance with WHS Roles and Responsibilities Procedure. * Take responsibility for the safety and wellbeing of yourself and others including your own fitness for work (e.g.under the influence of drugs, alcohol and/or fatigue). |
| Contribute effectively to the team ensuring efforts are aligned toward achieving team goals | * Implement the direction set by Executive Assistant to General Manager Science and Strategy * Complete specific tasks allocated. * Collaborate effectively to ensure team goals are achieved by providing input into decision making and problem solving. * Actively contribute to creating a culture of driving customer outcomes. * Enable the Science and Strategy Leadership Team to operate effectively and efficiently.   Support the Science and Strategy team in the effective management and improvement of internal systems and processes |
| Business Support | * Effective email and diary management for the Senior Managers in Science and Strategy, with a priority focus on Senior Manager Environment and Energy, and Senior Manager Major Initiatives ensuring adequate time available for meeting preparation, and arrange meetings as required. * Be an effective ‘liaison’ for all internal/external stakeholders for the Science and Strategy team, including management of correspondence and responding to enquiries. * Coordinate the day-to-day activities of the Business Support Officer, and provide back up for this role during periods of absence or high workloads, ensuring business support is always available for the Science and Strategy Group. |
|  |  |
| Support services to business unit management | * Coordinate and take minutes for key Senior Manager level meetings, and coordinate actions resulting from them. * Produce reports, correspondence, presentations, and spreadsheets in a timely and accurate manner as required. * Finding ways to improve administrative processes within Science and Strategy * Assist in coordinating the onboarding and inductions of new starters. * Assist in the coordination of periodical and ad hoc meetings, forums, committees etc. with room bookings, event invites, room set-ups, and catering. * Manage travel, training and conference bookings for Senior Managers. * Assist with monitoring and managing shared Outlook mailboxes as required. |

Knowledge, skills and experience the role requires

|  |  |
| --- | --- |
| Foundation Knowledge, Skills, Experience and Qualifications | Essential or Desirable |
| Certificate in Business Administration or Diploma in Business Administration | Desirable |
| Proficiency in MS Office, with exceptional knowledge of Excel and PowerPoint | Essential |
| Excellent written and verbal communication skills, including the ability to develop and maintain strong working relationships with relevant internal and external customers and stakeholders | Essential |
| Exceptional organisational skills to manage multiple tasks and deadlines | Essential |
| Demonstrated ability to analyse problems and develop and implement appropriate solutions using initiative, autonomy, authority, and judgement | Essential |

Who you work with

* Science and Strategy Leadership team
* Executive Assistant to General Manager Science and Strategy
* Business Support Officers
* Staff in Science and Strategy
* Senior Leaders across SAW

Special conditions

* Flexible hours and some after hours as required, some intra and interstate travel.
* To ensure your safety in performing the inherent requirements of the role, you will be required to undergo initial and subsequent medical clearances in addition to some immunisations as relevant to your position including, but not limited to: COVID-19, Hepatitis A/B, Q Fever, and Flu.
* Depending on the role you will be required to undergo initial and/or subsequent clearance checks to ensure your ongoing suitability for the role. These may include a criminal police check, traffic check, Working with Children and/or Working with Vulnerable People.

**The Position Description outlines what the requirements of the role are. The behaviours you demonstrate are equally as important, and form part of the inherent requirements of the role.**