

Senior Executive Officer

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Company: Government Of South Australia

Location: South Australia

Category: other-general

Role Highlights Opportunity to be part of a collaborative team in State Government. A great team culture environment. Adelaide CBD location. **Role Details** The Senior Executive Officer is responsible for the management of a comprehensive range of high quality, professional, confidential and responsive executive support services that supports the Chief Data Officer (CDO) and the Office for Data Analytics staff. The role is required to provide strategic management of a comprehensive range of administrative, financial, human resource management, security, systems and related functions to support the CDO and the Office for Data Analytics. The role provides executive support to relevant boards and committees and works collaboratively with Directors/Senior officers on assigned project work. **Special Conditions** The Incumbent will be required to participate in the department's Performance Management Program. The Incumbent may be assigned to another position at this remuneration level or equivalent. Some work outside of normal hours will be required. Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy. This role requires: National Police Check (required for all roles) Security Clearance (Negative Vetting Level 2)

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