

Role Description



Role title:	Classification:
General Manager, Office for Women	SM1
Division/Business unit:	Reports to:
Equity and Social Impact / Office for Women	Director, Social Policy, Evaluation and Reform

The General Manager, Office for Women (OFW) is a role within Equity and Social Impact and is accountable to the Director, Social Policy, Evaluation and Reform for:

- Providing strategic direction for gender equity, including leading the development and implementation of policies, legislation, and initiatives that promote women's participation, safety, and economic security.
- Providing strategic advice and high-level support to the Minister, Department of Human Services' (DHS) Chief Executive (CE), Deputy Chief Executive (DCE), and other stakeholders to influence systemic change and intergovernmental priorities relating to Women's Equality.
- Identifying, initiating, and maintaining strong partnerships across government (State and Commonwealth), industry, and the community to align state efforts with national gender equity strategies and promote innovation.

Key outcomes and accountabilities:

1. Provide leadership, supervision to staff and achieve a positive and innovative organisational culture that is responsive to change.
2. Lead the design, development, and implementation of major legislative and policy reforms that advance gender equity across South Australia, ensuring they are evidence-based, informed by extensive community consultation, and aligned with long-term strategic goals for women's equality, and economic and community participation.
3. Maintain a comprehensive awareness of relevant trends and issues related to gender equality within the State, across Australia, and internationally to inform strategic advice, including a dedicated focus on the specific needs of Aboriginal and Torres Strait Islander women and girls.
4. Foster strategic partnerships to embed evidence and continuous learning across gender equity programs and policies.
5. Build, nurture, and sustain strong collaborative partnerships with First Nations organisations, community sector leaders, government agencies, and other stakeholders to ensure diverse and inclusive voices influence the development and implementation of gender equity initiatives.

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 may be required.
- Some inter and intra-state travel may be required.

Key Relationships/Interactions:

- Director, Social Policy, Evaluation and Reform (line manager)
- OFW Employees
- DCE, DHS
- DHS Executives and senior managers
- Minister and senior Ministerial Office staff
- Members of the Premier's Council for Women

Budget/Delegations:

HR Delegations Level 4 / Financial Authorisations Level 4

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. **Strategic and Operational Management** – Highly developed people management skills which hold innovation and change management at the forefront, whilst engendering confidence, build trust, and provide support and direction to others to achieve priorities.
2. **Strategic Advice** – Provide high-quality, evidence-based strategic advice to the Department and government agencies on emerging risks, policy development and potential impacts.
3. **Relationships and networks** – Develop and maintain constructive and effective working relationships, which foster the trust and cooperation of a wide cross section of key stakeholders, staff, and communities. Proven ability to consult, liaise, influence, negotiate and develop a network of strategic alliances.

4. **Intergovernmental Engagement and Political Awareness** – Monitor national trends, Commonwealth priorities and the broader political environment to ensure South Australia’s gender equity responses are coordinated, consistent, evidence based and aligned with national and international best practice, including participation in national committees and intergovernmental forums.
5. **Accountability and Decision Making** – Take responsibility for complex decisions with statewide and intergovernmental impact, using high-level judgement, risk assessment and analysis to ensure decisions are defensible, timely and aligned with legislation, policy and national security requirements

Qualifications:

Desirable: Tertiary qualifications in public administration, management, social services, law, or other relevant disciplines.

Key leadership competencies and expected behaviours at this classification:
Promotes strategic thinking and change

- ☒ Creates a shared vision and mission for the BU.
- ☒ Inspires and influences others to assume ownership BU goals.
- ☒ Leads teams in aligning their priorities within a broader organisational and political context.
- ☒ Champions sustainability and long-term improvement. Communicates effectively and leads others in times of change.
- ☒ Identifies and analyses difficult and complex problems that have organisation-wide impact.

Achieves objectives

- ☒ Delivers results and improvements to meet BU objectives by translating ideas into concrete plans.
- ☒ Anticipates future organisational needs, risks and uncertainties, and aligns systems and resources to meet these needs.
- ☒ Makes well-informed and timely decisions that affect the BU, even when information is incomplete and ambiguous.
- ☒ Interprets and abides by the laws, regulations and policies determining BU activities.
- ☒ Takes accountability for team/BU success and manages others to achieve outcomes.
- ☒ Monitors the performance of the team/BU, considers feedback information and seeks continuous improvement.
- ☒ Integrates technical expertise into the BU to achieve its objectives.

Leads business excellence

- ☒ Sets clear standards, manages risks, setbacks, and implements continuous improvement initiatives.
- ☒ Sets challenging but achievable goals/targets with relevant metrics based on market trends, developments and legislative changes to ensure business needs are continually met.
- ☒ Provides clear and timely recognition, promptly addresses under performance and lifts performance through coaching.
- ☒ Inspires innovation and ongoing learning, and plans strategically to meet BU goals.
- ☒ Drives outstanding customer service by enabling team members to anticipate client needs.
- ☒ Empowers others to use resources effectively.

Builds genuine partnerships

- ☒ Considers the impact of decisions and priorities on other business areas, adapting approach to meet organisational goals.
- ☒ Approaches negotiations with an understanding of key issues and is able to clearly communicate reasoning and justification to facilitate mutually beneficial solutions.
- ☒ Facilitates constructive discussions to mediate conflict and disagreements. Encourages diversity of thinking and differences of opinion.
- ☒ Identifies and develops key strategic relationships and networks to achieve goals, increase departmental knowledge and create communication channels.
- ☒ Proactively develops effective strategic relationships, networks and partnerships with internal and external stakeholders.
- ☒ Models inclusive behaviour and tailors communication style to meet the audience's needs.

Models personal drive and professionalism

- ☒ Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture.
- ☒ Raises and challenges important issues constructively, and backs own judgement and actions confidently when challenged.
- ☒ Demonstrates resilience in responding to changing directions. Modifies approach, processes and procedures to fit situational changes within the BU.
- ☒ Demonstrates a high level of self-awareness and acts as a role model by openly communicating strengths and development needs.
- ☒ Champions a workplace that values respect, diversity and individual differences to build a culture of inclusivity.
- ☒ Establishes expectations and models best practice wellbeing and safety behaviours.

Approval:

Assessed by: Olivia Concesso, Lead HR Business Partner



Date: 09/07/2026

Approved by: Liana France, Director, Social Policy, Evaluation and Reform



Date: 09/07/2026