

Role Description



Role title:	Classification:
Project Officer, APY Lands	ASO5
Division/Business unit:	Reports to:
Community and Aboriginal Partnerships / Remote and Regional Service Development / Regional and Remote Partnerships	Manager, Regional and Remote Partnerships

Role purpose:

The Project Officer, APY Lands is a role within Community and Aboriginal Partnerships and is accountable to the Manager, Regional and Remote Partnerships for:

- Leading the day-to-day operations and site administration of the Mimili Maku Accommodation Centre and Mimili Laundromat in a range of functions including visitor management, bookings and supporting staff.
- Maintaining and supporting the delivery of programmed and responsive repairs and maintenance to facilities and assets.
- Supporting place-based projects that contribute to the delivery of services and programs on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands, including community development and infrastructure projects.

Key outcomes and accountabilities:

1. Plan and monitor regular assessments and audits of facilities and assets to determine maintenance requirements and report issues in a timely manner as appropriate.
2. Utilise skills and knowledge to undertake minor projects that contribute to the safe and effective operation of the facilities and assets.
3. Manage resources to ensure service model delivery that connects and responds to community needs.
4. Manage performance by providing constructive feedback and supporting professional development, creating a collaborative, inclusive environment through open communication and shared accountability.
5. Work collaboratively to develop effective working relationships with peers, staff and stakeholders including Aboriginal community leaders to deliver quality and timely communications and reporting to support the delivery of relevant services.

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.
- Must hold a current Australian issued Driver's Licence (equivalent to minimum class 'C' – South Australian), which must be maintained. Incumbent must be willing and able to drive all government vehicles within their licence classification during the course of their duties and undertake 4-wheel drive training.

- Incumbent is required to travel extensively as part of the program activities and must be willing to travel alone to remote locations.
- Out of hours and intrastate travel is required.
- Incumbent is required to work across Adelaide metropolitan areas, Marla and on the APY Lands.

Key Relationships/Interactions:

- Manager, Regional and Remote Partnerships (line manager)
- Service Coordinator, APY Lands
- General Manager, Remote and Regional Service Development
- Program Coordinator, Mimili Wellbeing Centre
- Other DHS staff including Assets Services staff within Infrastructure
- Other Government agencies
- Aboriginal families, remote communities and organisations including Aboriginal Community Controlled Organisations (ACCOs) and Native Title Bodies
- Relevant Non-Government Organisations (NGOs)

Budget/Delegations:

No budget or delegation 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.
- Take action and provide services that are inclusive of Aboriginal people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people and people living with disability, as well as engaging in learning about other cultures and diverse communities to better establish relationships and improve services.
- We are committed to treating everyone equally, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- We are committed to open, inclusive workplaces that embraces and supports difference and diversity. This includes a zero tolerance for discrimination or disrespectful behaviours, whether to or by customers, staff, or suppliers and contractors.

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

1. **Technical Experience** – Demonstrate experience in infrastructure maintenance such as general repairs and maintenance required for building facilities.
2. **Relationships and Networks** – Establish and maintain effective relationships and networks with internal and external stakeholders including Aboriginal families, remote communities and organisations.
3. **Accountability and Decision Making** – Take responsibility for and is able to demonstrate justifiable reasons for actions and decisions and make decisions within area of responsibility, evaluating all available information and taking action in line with organisational policy and values.

4. **Communication** – High level of experience in communicating effectively, succinctly and persuasively in writing and verbally to engage internal and external stakeholders at all levels.
5. **Aboriginal Community Experience** – Utilise experience in establishing, leading and maintaining formal and informal networks and partnerships with Aboriginal people through their kinship systems.

Qualifications:

Desirable: Training in cultural language and/or practice as well as a trade qualification or background.

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: Lazaras Panayiotou, Assistant Human Resources Business Partner

Lana

Date: 27/05/2025

Approved by: Jacqueline Costanzo, Director, Remote and Regional Service Development

J Costanzo

Date: 26/05/2025