

# Role Description



| Role title:                                                                          | Classification:                       |
|--------------------------------------------------------------------------------------|---------------------------------------|
| Senior Policy and Project Officer                                                    | ASO6                                  |
| Division/Business unit:                                                              | Reports to:                           |
| Equity and Social Impact Division / Social Policy, Evaluation and Reform Directorate | Principal Policy and Programs Officer |

## Role purpose:

The Senior Policy and Project Officer is a role within the Social Policy, Evaluation and Reform Directorate and is accountable to the Principal Policy and Programs Officer, Social Inclusion Policy and Partnerships for:

- Developing, implementing, and evaluating projects and reforms that focus on social inclusion, including LGBTIQA+, Carers, Youth, and Volunteers.
- Identifying and analysing state, national, and international policy agendas relevant to social inclusion and utilising this information to formulate responses to policy issues.
- Providing advice and support to senior managers and representing DHS in committees, forums and working groups at state and national level in relation to social inclusion reforms.

## Key outcomes and accountabilities:

1. Contribute to strategic policy initiatives through project management and the identification of agency and portfolio opportunities for development.
2. Analyse, scope and consult on strategic policy initiatives with key stakeholders including Commonwealth, State and Local Governments, and the non-Government sector.
3. Contribute to the project planning, development, implementation, and evaluation of services and programs.
4. Develop, implement and manage strategic policy initiatives through the preparation of project proposals, strategies, and costings, risk assessment, stakeholder management, and the monitoring and evaluating project outcomes.
5. Build partnerships with other Government agencies, including non-Government organisations and industry partners.

*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.

## Key Relationships/Interactions:

- Principal Policy and Programs Officer (line manager)
- Assistant Director, Social Inclusion Policy and Partnerships

- Social Inclusion Policy and Partnerships staff members
- Other Government and non-Government agency representatives

**Budget/Delegations:**

No budget or HR 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 and people from culturally and linguistically diverse backgrounds, as well as engaging in learning about other cultures to better establish relationships and improve services.

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

1. **Policy and Strategic Advice** - Ability to interpret and explain government policy through sound written and oral communication skills, providing conceptual and strategic advice to senior management and Ministers.
2. **Analysing and Reporting** - Analyse and integrate information from a variety of resources to develop and deliver reports, briefings, publications and develop solutions, and generate alternative courses of action to solve issues.
3. **Accountability and Decision Making** - Utilise professional judgement and creative thinking to promptly analyse complex problems and issues, making clear decisions within areas of responsibility, acting in line with government objectives and organisational policy and values.
4. **Task Management** - Ability to determine priorities, manage complex and competing priorities and develop effective resolutions both individually and through working with others.
5. **Relationships and Networks** – Develop and maintain effective relationships with internal and external stakeholders, including where negotiation on sensitive matters is required.
6. **Project management** - Experience in leading projects/ activities and managing programs of work including planning, documenting, scheduling, controlling and implementing.

**Qualifications:**

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:**

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|-----------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------|
| Assessed by: James Johnson, Human Resources Business Partner    |  | Date: 13/08/2025 |
| Approved by: Mandy Smith, Director, Inclusion Policy and Reform |  | Date: 11/08/2025 |