

Role Description



Role title:	Classification:
Senior Project and Policy Officer	ASO6
Division/Business unit:	Reports to:
Office of Domestic, Family and Sexual Violence (DFSV) / Prevention, Partnerships and Evidence	Manager, Prevention and Partnerships

Role purpose:

The Senior Project and Policy Officer is a role within the Office of DFSV and is accountable to the Manager, Prevention and Partnerships, for:

- Leading and supporting the design, implementation and coordination of primary prevention initiatives with a strong focus on DFSV primary prevention campaigns, community led models and primary prevention partnership approaches in workplaces.
- Coordinating prevention policy, program design, and service delivery across the portfolio, ensuring awareness campaigns, place-based initiatives and system reforms are trauma-informed, inclusive, and responsive to the needs of prioritised targeted cohorts.
- Supporting evidence-based approaches that address the drivers of violence, including gender inequality, harmful norms and unequal power structures.
- Establishing and maintaining effective partnerships across government, community, media, workplaces and key sectors.

Key outcomes and accountabilities:

1. Work independently and as part of a team to develop, implement and review high level policy initiatives.
2. Lead and support the implementation of primary prevention activities, including the delivery of annual awareness campaigns and place-based community models, and support partnership approaches in workplace settings.
3. Build and maintain strong partnerships across government, peak bodies, community organisations, workplaces, education and media, including developing and supporting a network to amplify impact.
4. Provide strategic policy advice and contribute to whole-of-government reform, aligning prevention initiatives with Royal Commission recommendations and embedding prevention into systems, organisations and community settings.
5. Develop timely, relevant and sound advice on policy matters through research, analysis and consultation with DHS staff, other agencies, organisations and stakeholders.
6. Prepare high quality written documents, including briefings and reports to a range of stakeholders within the required deadlines, and develop and deliver strategic communications and products, including campaigns, toolkits and content, to support prevention priorities and influence behaviour change.
7. Support program design, capability building and continuous improvement through the development of toolkits, Communities of Practice, and monitoring and evaluation activities to strengthen and scale prevention efforts.

Key outcomes and accountabilities:

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.
- Some out of hours` work may be required from time to time.
- Some inter and intra state travel requiring overnight absences may be required.

Key Relationships/Interactions:

- Manager, Prevention and Partnerships (line manager)
- Director, Prevention, Partnerships and Evidence
- Executive Director Office of Domestic, Family and Sexual Violence
- Executive Staff, Directors and Senior Managers
- Key personnel across all levels of Government

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.
- 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 Knowledge and Advice** – Ability to provide conceptual and strategic advice to executives, leadership and Ministers including an ability to translate complex concepts into persuasive and accurate written briefings and verbal communication.

2. **Strategic Leadership** – Ability to identify strategic goals and provide high level confidential advice, direction and influential leadership to the whole of the Department to achieve outcomes in line with organisational objectives and government strategic objectives to support legislative requirements.
3. **Stakeholder Engagement** – Proven ability to 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.
4. **Understanding of Political Systems** – High level political acumen and an understanding of government priorities, policies, processes and accountabilities.
5. **Written proficiency** – Extensive experience in presenting complex issues and findings in writing, such as reports, recommendations and briefing notes.
6. **Risk Management** – Ability to identify and manage strategic risk through effective mitigation and prevention.

Qualifications:

Desirable: An appropriate tertiary qualification in Law, Policy or a related field.

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: Claudia Dalle-Nogare, Human Resources Business Partner

CD-N

Date: 23/07/2026

Approved by: Emily Humphreys, Director, Prevention, Partnerships and Evidence

Emily Humphreys

Date: 23/07/2026