

# Role Description



<b>Role title:</b>	<b>Classification:</b>
Principal Aboriginal Policy and Project Officer	AS07
<b>Division/Business unit:</b>	<b>Reports to:</b>
Community and Aboriginal Partnerships / Aboriginal Practice and Partnerships / Policy and Projects	Manager, Policy and Projects

## Role purpose:

The Principal Aboriginal Policy and Project Officer is a role within Community and Aboriginal Partnerships and is accountable to the Manager, Policy and Projects for:

- Leading the development, direction and management of strategies, policy and practice that support the implementation of quality Aboriginal services in line with Departmental and Aboriginal community needs.
- Managing effective relationships across the Department as well as with partners, services, Aboriginal communities and stakeholders on local partnerships, place-based initiatives, projects, strategies. and initiatives to improve outcomes for Aboriginal clients and communities in South Australia.
- Providing high-quality project management and advice within a diverse range of areas across the Directorate.

## Key outcomes and accountabilities:

1. Deliver expert project management, direction, evaluation and advice regarding strategic policy, programs and practice, including complex and sensitive matters that the Directorate has identified, including leadership of project groups.
2. Contribute to best practice and continuous improvement of policy, procedure and practice guidelines for service delivery that are evidence-based, incorporate state and national quality standards and legislation and are consistent with departmental policy and operational requirements to improve outcomes for Aboriginal children and young people.
3. Provide strategic and innovative input into the identification and management of areas of growth and opportunities.
4. Oversee and prepare timely, high-quality and accurate strategic policy papers, submissions, briefs and reports to a range of stakeholders on complex policy, partnership, practice and service issues.
5. Develop and build strong relationships and partnerships with local, regional and state-wide networks as well as government and non-government agencies to identify service gaps and trends, and to implement joint approaches that improve outcomes for Aboriginal people and communities.
6. Build credibility and work authentically with the Aboriginal community in partnership and under any arrangements.
7. Engage in wide ranging consultation and negotiation with all relevant stakeholders, to facilitate high-quality policy and project development outcomes.

*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:**

- DHS considers being Aboriginal or a Torres Strait Islander as a genuine occupational requirement for this role and applies sub-section 56(2) of the Equal Opportunity Act 1984 (SA). This will enable a position to only be open to Aboriginal and/or Torres Strait Islander applicants.
- 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.
- The incumbent may be required to 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.
- Some interstate and intrastate travel with overnight absences may be required.

**Key Relationships/Interactions:**

- Manager, Policy and Projects (line manager)
- Staff within Aboriginal Practice and Partnerships
- Director, Aboriginal Practice and Partnerships
- Staff across DHS including Finance, Procurement, Youth Justice and Inclusion Support and Closing the Gap
- Youth Justice Working Group
- Other government agencies and non-government organisations including Aboriginal Community Controlled Organisations (ACCOS)
- Aboriginal and non-Aboriginal community stakeholders

**Budget/Delegations:**

Financial Authorisations Level 5 / No HR Delegations 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. **Aboriginal Community Experience** – Demonstrated high level of cultural acumen and proven understanding of the strategic issues and unique challenges facing many Aboriginal South Australians.
2. **Strategic Advice** – Demonstrated ability to provide conceptual and strategic advice, acknowledge emerging policy areas and opportunities and develop informed approaches to achieve solution-based outcomes.
3. **Implement Projects and Programs** – Ability to plan, develop, implement, monitor, assess and evaluate appropriate projects and programs in collaboration with key stakeholders, demonstrating high levels of problem solving, negotiation, analytical and conceptual skills.
4. **Strategic Leadership and Management** – Manage and evaluate strategies, campaigns and other initiatives including the provision of direction and influential leadership to others to achieve desired outcomes.
5. **Relationships and Partnerships** – Proven ability to build and sustain productive working relationships and partnership initiatives, using professionalism and discretion to consult, liaise and negotiate with internal and external stakeholders.
6. **Accountability and Decision Making** – Demonstrated ability to manage policy and project workloads independently under broad guidelines, delivering results in a fast-paced environment with flexibility and teamwork while upholding high-quality standards.
7. **Communication** – Demonstrated high-level written and verbal communication skills that foster trust and cooperation across diverse stakeholders in a professional and tactful manner.

**Qualifications:**

**Desirable:** Tertiary qualification in a relevant discipline or equivalent of expertise gained from a combination of experience, training and professional accreditation.

**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: Lazaras Panayiotou, Human Resources Business Partner		Date: 08/08/2026
Approved by: Arrin Hazelbane, Director, Aboriginal Practice and Partnerships		Date: 08/04/2026