

Role Description



Role title:	Classification:
Principal Project Officer, Reconciliation	ASO7
Division/Business unit:	Reports to:
Social Policy, Evaluation and Reform / Equity and Social Impact	Director, Social Policy, Evaluation and Reform

Role purpose:

The Principal Project Officer Reconciliation is a role within the Equity and Social Impact Division and is accountable to the Director, Social Policy, Evaluation and Reform Directorate for:

- Leading the development of the Department's Reconciliation Action Plan.
- Monitoring and reporting on the Department's progress against its Reconciliation Action Plan.
- Leading and initiating collaborative program and policy development, implementation, review, research and evaluation.
- Coordinating reconciliation efforts across the department, identifying opportunities for improvement and synergies between activities.

Key outcomes and accountabilities:

1. Develop and implement monitoring and reporting frameworks to track Reconciliation Action Plan implementation and effectiveness.
2. Facilitating consultation and communication with internal and external stakeholders to obtain information regarding the development and ongoing effectiveness of reconciliation initiatives.
3. Champion reconciliation and reconciliation activities across the DHS by leading the promotion, coordination and implementation of initiatives aligned with the department's Reconciliation Action Plan.
4. Build, manage and maintain positive and collaborative working relationships with executives, managers and other leaders across the department as well as external stakeholders across Government and in the community.
5. Maintain up-to-date knowledge of relevant policy, trends, and issues related to reconciliation and use this information to provide strategic advice and inform action within the department.
6. Provide leadership and facilitation to further reconciliation across the department, including executive working groups, the Aboriginal Outcome Executive Committee, and individual business units, directorates and divisions.

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.
- Out of hours work may be required

- Inter/intra state travel may be required

Key Relationships/Interactions:

- Director, Social Policy, Evaluation and Reform (line manager)
- Chief Executive, all Executive Directors and Directors
- Executive Sponsor Reconciliation Action Plan
- Co-Chairs Aboriginal Outcomes Executive Committee
- DHS Nunga Network
- Aboriginal Affairs and Reconciliation (Attorney General's Department)
- Other Government Departments
- Reconciliation SA and Reconciliation Australia

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.
- 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. **Cultural competency** – Demonstrate knowledge, behaviours and experience that support effective work with Aboriginal and Torres Strait Islander staff and stakeholders to deliver action towards reconciliation.
2. **Focus on Results** – Challenge the status quo to deliver agreed goals and promote an overall strategic and results focus that meet organisational needs.
3. **Strategic Advice** – Provide conceptual and strategic advice, acknowledge emerging policy areas and opportunities and develop informed approaches to achieve solution-based outcomes.
4. **Implement Projects and Programs** – Ability to plan, implement, monitor, assess and evaluate appropriate projects and programs in collaboration with key stakeholders.
5. **Strategic Leadership and Management** – Manage and evaluate goals and strategies, campaigns or other initiatives including providing direction and influential leadership to others to achieve identified desired outcomes.
6. **Relationships and Partnerships** – Develop and maintain productive working relationships with all levels of Government, agencies, client and community groups. Develop and lead partnering initiatives and involve clients and stakeholders in local initiatives.

7. **Accountability and Decision Making** – Take responsibility for and demonstrate justifiable reasons for actions and decisions within areas of responsibility, evaluating all available information and taking action in line with organisational policy and values.

Qualifications:

Desirable: Tertiary qualification in Social Sciences, Business or equivalent level 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: James Johnson, Human Resources Business Partner		Date: 30/07/2025
Approved by: Mandy Smith, Director, Social Policy, Evaluation and Reform		Date: 30/07/2025