

ROLE TITLE	Aboriginal Industry Participation Consultant		
CLASSIFICATION	ASO6	Position. No.	
DIVISION	Department of Treasury and Finance		
TEAM	Office of the Industry Advocate		
TYPE OF APPOINTMENT	12 months – with possibility of extension		

ROLE PURPOSE / CONTEXT

The South Australian Industry Participation Policy (SAIPP) establishes the framework for assessment of the economic contribution between rival tenders and grants within a broader value-for-money framework.

The SAIPP delivers direct and indirect economic benefit to the State by contributing to wider State government objectives through government procurement, such as local jobs, Small to Medium Enterprise (SME) participation in government contracts, Aboriginal employment, innovation, environmental outcomes and apprenticeship and training opportunities.

The SAIPP aims to improve the level of Aboriginal people's participation in, and benefit from, employment and economic opportunities arising out of Government's expenditure.

The Aboriginal Industry Participation Consultant is responsible for furthering the objectives of the SAIPP by –

- Assisting Aboriginal businesses build capability and capacity to successfully quote and tender for Government contracts;
- Engaging with government buyers to build their awareness of the range of South Australian Aboriginal businesses and the product and services they offer;
- Negotiating with head contractors to ensure they can meet their commitments of contracting SA based Aboriginal businesses and meeting their targets of local Aboriginal and Torres Strait Islander workforce.

The Aboriginal Industry Participation Consultant delivers specialist consultancy services and proactively engages with a broad range of Aboriginal businesses to actively assist in promoting their business capabilities at regional, state, national and international levels.

REPORTING / WORKING RELATIONSHIPS *(to whom the person reports; staff for whom the person is responsible; internal and external working relationships)*

- Reports to the Manager – Contract Performance
- Key working Relationships:
 - Industry Advocate and Deputy Industry Advocate
 - South Australian Aboriginal businesses
 - Government and non-Government Agencies and Authorities
 - The Office of the Industry Advocate team members
 - Small to Medium Enterprises (SME's)
 - Various staff members at The Circle – Nations First Entrepreneur Hub (Lot Fourteen)

SECTION A:

KEY ACCOUNTABILITIES

Results area:

The Aboriginal Industry Participation Consultant will have responsibility to:

Promote communication and understanding of the SAIPP with a particular focus on Aboriginal Economic Participation requirements internal to Government, to Aboriginal businesses, community organisations, industry associations, and peak bodies:

- Establish effective collaborative relationships and networks with wide ranging stakeholders, including Government, Aboriginal businesses, head contractors and industry leaders.
- Develop and implement training workshops for Government staff to build awareness and understanding of the

Role Statement – AS06 – Aboriginal Industry Participation Consultant

Aboriginal Economic Participation objectives incorporated in the SAIPP.

- Identify the essential participation criteria required by businesses contracting directly to government as well as head contractors working on government contracts.
- Develop and implement Supply to Government training workshops for local Aboriginal business aimed at building awareness and understanding of pre-qualification requirements.
- Provide timely responses to requests from Aboriginal business and agencies on the application of the SAIPP - Aboriginal Economic Participation Policy requirements.
- Provide workforce and supply chain opportunities for South Australian Aboriginal people in the delivery of the contract, including trainees and apprenticeships.

Ensure compliance with the SAIPP, Procedural Guidelines and the *Industry Advocate Act 2017*:

- Monitor the take-up by public authorities engaging directly with local Aboriginal businesses.
- Determine what the impediments are for public authorities engaging local Aboriginal businesses.
- Monitor the commitments made in Tailored Industry Participation Plans by businesses winning government contracts.
- Determine what the impediments are for businesses meeting their Aboriginal Economic Participation outcomes
- Report to the Industry Advocate on impediments to meeting the SAIPP – Aboriginal Economic Participation outcomes.
- Collate relevant data which will be incorporated into the Industry Advocate Annual Report.

The Office of the Industry Advocate (OIA) is assigned to the Industry Advocate, as a Statutory Office, to ensure the implementation of the South Australian Industry Participation Policy (SAIPP).

- Support the Industry Advocate in all matters relevant to the role and the *Industry Advocate Act 2017*.
- Provide appropriate office support required of a Statutory Office.
- Liaise with local businesses to ensure they take every opportunity to benefit from programs and initiatives delivered by the OIA.
- As part of the OIA team, work with the Industry Advocate to implement the Productivity Commission recommendations.
- Handle enquiries from businesses and agencies on the application of the SAIPP, in particular in relation to Aboriginal Industry Participation.
- Take action to further the objectives of the SAIPP by building the capability and capacity of businesses based in South Australia, specifically Aboriginal Businesses to participate in government contracts.
- Actively participate under the Functional Reporting framework and the Service Level Agreement that exists between the Industry Advocate and the OIA

Contribute to meeting the goals/objectives of the Office by:

- Supporting the OIA to meet the objectives of the Industry Advocate Strategic Program.
- Assist with the monitoring of Industry Participation Commitments made at tender to ensure delivery.
- In collaboration with the other OIA team members build awareness for businesses of opportunities associated with State Government contracts.
- Establish effective relationships and networks with a wide range of stakeholders internal and external to government, including Industry Associations, Government Agencies, Aboriginal and Local Businesses.
- Providing up to date information to local businesses of opportunities to tender or quote for State government work.
- Providing agencies with relevant and timely advice on local businesses capability and capacity.
- Continuous improvement is considered in maintaining quality administrative and workflow processes.
- Contributing to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.

Contributes to the efficient day to day operations of the OIA by:

- Ensuring professionalism and discretion is exercised in responding to all communications and enquiries on behalf of the Industry Advocate and the OIA
- Maintain effective records management, ensuring correspondence and files are assessed, recorded and

Role Statement – AS06 – Aboriginal Industry Participation Consultant

actioned appropriately and in a timely manner

- Responsible for a wide range of administrative support for the Office
- Act in the other roles in the Office of the Industry Advocate during leaves of absence.
- Work collaboratively as an effective team member of the OIA team

SPECIFIC REQUIREMENTS

- Compliance with Government legislation, Code of Ethics for the SA Public Sector, DTF policies and procedures, including ethical/accountable resources and information management, WHS and injury management, risk management, and the access/equity/diversity strategies of the public sector.
- Engagement in this role may be subject to a satisfactory Department for Human Services Criminal History Check or National Police Check. (Renewal is required every 3 years).
- Some out of hours' work may be required to fulfil the responsibilities of the role.
- Intra-state and inter-state travel may be required.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The incumbent will be required to participate in the Departmental Performance Management Program
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department
- The incumbent will be expected to uphold the ethical behaviour and professional integrity standards as contained in the Public Sector Act, 2009
- Office hours are from 9am until 5pm – Monday to Friday
- May be required to feature in promotional photos and/or videos on the OIA website

SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Not Applicable

TECHNICAL EXPERTISE

- Sound understanding and application of the SAIPP, SAIPP Procedural guidelines and the *Industry Advocate Act 2017*.
- Demonstrated knowledge of supply chain and procurement processes, including competitive tenders and contract management operations.
- Experience in problem solving and analysis of complex problems and formulating solutions at both a strategic and operational level.
- Sound IT systems and strong computing skills; understanding of computer concepts and use of applications within a Microsoft Windows / MS Office environment. Analytic ability using spreadsheets and databases.

PERSONAL ABILITIES

- Demonstrated ability to use initiative, act with urgency, positively support change and risk management initiatives, implement complex solutions within span of assigned functions whilst operating under broad direction.
- A demonstrated willingness to regularly meet with, understand and then promote Aboriginal businesses within Government and what they have to offer, with the ability to work across both the public and private sectors to bridge the 'cultural divide'.
- Demonstrated ability to think strategically, conceptually and creatively and a high level capacity to analyse complex issues and formulate clear and practical strategies to meet specified objectives in a timely manner.
- Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner with people at all levels including proven ability to consult, liaise and influence,

Role Statement – AS06 – Aboriginal Industry Participation Consultant

and negotiate and manage conflict with tact and diplomacy.

- Exceptional time management skills including the ability to handle multiple and changing priorities in a dynamic environment with the proven ability to work under pressure, effectively plan and establish priorities to work deadlines, whilst maintaining a high level of attention to detail and confidentiality.

EXPERIENCE

- Experience in planning, managing, evaluating and undertaking complex work programs and projects and proactively engaging industry and government to achieve critical objectives.
- Experience in interpreting legislation, producing guidelines and implementing procedures to monitor compliance against legislation, and demonstrate an understanding of Government policies, processes and procedures, particularly relating to government procurement and Aboriginal economic participation and their application.
- Experience in developing, interpreting and analysing strategy or policy, identify priorities and provide succinct reports and briefings to senior executives in government or the private sector.
- Demonstrated capacity to establish strong working relationships and interact confidently with key industry groups, State Government Agencies, and Local Government (Regional and Metropolitan) and Aboriginal stakeholders, as well as ability to work collaboratively and maintain effective working relationships with peers and staff at all levels.
- Demonstrated experience in working in collaboration and consultation with Aboriginal leaders, representative bodies, communities and businesses.
- Experience in writing clear, concise correspondence in a consistent format, including but not limited to briefings, minutes, cabinet notes, cabinet submissions, parliamentary briefing notes, and policies.

KNOWLEDGE

- Knowledge of government decision making, management and accountability systems and processes, and of Parliamentary, Cabinet and Ministerial decision making
- Demonstrates cultural respect and understanding through the recognition of Aboriginal and Torres Strait Islander community needs. Shows respect for the diverse backgrounds, experience and perspectives. Values and encourages diversity of thought.
- An awareness of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the Work Health and Safety Act 2012.
- An awareness of and ability to work to the spirit and principles of AS/NZS ISO 31000 Risk Management.

DESIRABLE MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Qualification in business or similar
- Qualification in project management
- Qualification in contract management

DESIRABLE EXPERIENCE

- Experience in computing and records management systems:
 - Objective (Records Management)
- Experience supporting boards and committees

DESIRABLE KNOWLEDGE

- Knowledge of the recommendation from the Procurement Inquiry by the SA Productivity Commission
- Knowledge of the recommendation from the Statutory review committee as it relates to the Industry Advocate