

ROLE DESCRIPTION

ROLE TITLE:	Senior Project Officer	AGENCY:	Department of the Premier and Cabinet
CLASSIFICATION:	ASO6	DIVISION:	Intergovernmental and Diplomatic Relations
ROLE NUMBER:	M03050 / P33889 / P35598 / P38229	BUSINESS UNIT:	Security, Emergency and Recovery Management

REPORTS TO:

Manager, National and Protective Security; or Manager Emergency Management; or Manager Recovery

ROLES REPORTING TO THIS ROLE: *Nil*

BUDGET: *Nil*

ROLE PURPOSE:

The Senior Project Officer is responsible for developing, implementing and evaluating projects and providing policy advice related to security and emergency management issues. While Senior Project Officers will have a particular area of focus (National and Protective Security, Emergency and Recovery Management or Governance and Assurance), they may work across each domain from time to time and support the team's operational activities when required.

KEY OUTCOMES OF ROLE:

1. Develop, deliver and evaluate complex projects, and contribute to high-level programs of work that achieve the State's security, emergency and recovery management objectives, including supporting recovery operations if necessary.
2. Research, synthesise and analyse information to provide recommendations or advice on complex and sensitive issues and related government policies and practices.
3. Prepare, coordinate or contribute to submissions, briefs and plans on complex policy issues, including Cabinet Submissions and senior official committee papers.
4. Provide a range of complex and sensitive administrative functions that support senior officers prepare for inter-departmental and national meetings.
5. Identify, establish and maintain effective working relationships and a network of strategic alliances with stakeholders across government and the emergency management sector.
6. Monitor and follow up requests for information where required, including preparing responses to correspondence on complex or sensitive matters.

KEY RELATIONSHIPS / INTERACTIONS:

- Security, Emergency and Recovery Management team members, and Intergovernmental and Diplomatic Relations and departmental colleagues
- Officials in other South Australian Government agencies to support delivery of specific projects or programs. This may also include some liaison with Australian Government officers, particularly from Departments of Prime Minister and Cabinet and Home Affairs.
- Some engagement associated with key projects or responsibilities with external stakeholders and partner organisations such as non-government organisations and local governments.

SPECIAL CONDITIONS: *[List any special conditions of the role e.g. out of hours work may be required]*

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
 - National Police Check (required for all roles)
 - Working with Children Check
 - Security Clearance (including Baseline, **Negative Vetting Level 1**, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- The incumbent will be required to participate in the State Crisis Centre and recovery operations, including being on-call and working on a 24/7 roster when necessary
- Out-of-hours work and interstate travel may be required, and there may be limitations on annual leave during the high risk disaster season.

KEY SELECTION CRITERIA: *[List the essential qualifications (in accordance with the [Commissioner's Determination 5, Attachment 1](#)), knowledge, skills, experience (including community experience), key competencies/behaviours, and personal qualities required to perform the role effectively – Maximum of 8]*

- Demonstrated experience working in, or contemporary knowledge of, emergency management, recovery and/or national and protective security, and general knowledge of relevant government policies.
- Demonstrated experience in developing, coordinating, implementing and evaluating projects utilising contemporary project management methods and providing expert advice, preferably in the broad security and emergency management context.
- High level problem solving, research, analytical and strategic skills, including the ability to contribute positively in multi-agency and multi-specialty teams to achieve a shared goal or resolve differences.
- Demonstrated ability to achieve results under broad direction, operate under pressure with integrity and professionalism (during times of crisis and emergency) and work in a security-conscious environment.
- Demonstrated ability to respond flexibly to changing priorities and exercise initiative, judgement and delegated authority to move between working at a level of detail to working on larger strategic issues.
- Well developed interpersonal and oral communication skills, including demonstrated ability to represent views, influence stakeholders and negotiate successfully.
- High level written skills with experience in preparing a variety of documents such as complex policy documents, briefings, project plans, correspondence and meeting papers.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

[Check the boxes of the behaviours that are most relevant to the role]

Supports and Implements the Strategic Direction

- Understands the big-picture and contributes to the development of strategic direction
- Understands and supports organisational goals and business objectives
- Understands, supports and promotes organisational goals and business objectives
- Steers and implements change
- Identifies, defines and solves complex problems relating to the teams work objectives
- Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- Ensures compliance with Public Sector legislation, regulations and policies
- Monitors project performance and takes action to improve the delivery of quality outcomes as required
- Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- Keeps abreast of market trends, developments and economic/legislative changes to meet current and future organisational needs
- Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- Embeds a strong customer service ethos by understanding needs
- Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained