

## ROLE DESCRIPTION

<b>ROLE TITLE:</b>	Principal Policy Officer	<b>AGENCY:</b>	<a href="#">Department of the Premier and Cabinet</a>
<b>CLASSIFICATION:</b>	ASO7	<b>DIVISION:</b>	Intergovernmental and Diplomatic Relations
<b>ROLE NUMBER:</b>	P33894/ P06366/ P33887/ P35597 P50483	<b>BUSINESS UNIT:</b>	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 Principal Policy Officer develops, implements and provides advice on complex policy initiatives and significant projects/programs related to emergency management, recovery and security issues, in collaboration with key stakeholders. While focusing on a particular policy area, they are required to support broader team priorities and lead/support operational activities as needed.

### KEY OUTCOMES OF ROLE: *[List the key outcomes that are critical to achieve the purpose of the role - advised maximum of 8]*

1. Coordinate State-level proposals on complex emergency management or security policy issues and/or programs in response to emergencies within South Australia, including advising, liaising and negotiating with stakeholders.
2. Deliver complex research and significant projects to inform the development, enhancement and review of government emergency management and/or national security policies and outcomes.
3. Provide high quality advice to the Director and Deputy Director with recommendations for the Premier and Chief Executive, and support the Director in identifying problems or opportunities that call for Department of Premier and Cabinet intervention and coordination.
4. Prepare significant policy papers, submissions and briefs on complex policy issues, including supporting the preparation of State responses and preparing briefings during recovery operations and State Crisis Centre activations.
5. Establish and develop effective collaborations and a network of strategic alliances with key stakeholders across government and the broader sector (both State and national).
6. Represent the Department on intra and inter-agency committees and working parties, and support the State's representatives on national committees.
7. Contribute to broader objectives of the security and emergency management portfolio as required including leading, planning and supporting operational activities as needed.

### KEY RELATIONSHIPS / INTERACTIONS:

- Colleagues in Intergovernmental and Diplomatic Relations, in the Department of the Premier and Cabinet and the Premier's advisors.
- Staff of other agencies and ministerial offices, particularly those with leadership roles in emergency management notably South Australia Police and South Australian Fire and Emergency Services Commission.
- Key individuals from the Australian Government (Departments of the Prime Minister and Cabinet and Home Affairs) and emergency management counterparts in other jurisdictions.
- System-wide stakeholders including non-government organisations, LGA, community leaders, industry groups and partner organisations as necessary.

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**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.
- All SERM staff are required to participate in the State Crisis Centre during exercises and incidents and be on the on-call roster for the State Crisis Centre and State Emergency Centre.
- This position requires a National Security Clearance to the level of Secret. Initial appointment will be subject to a satisfactory Criminal History Check.
- Out-of-hours work and interstate travel may be required, and there may be limitations on annual leave during the high risk disaster season.

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**KEY SELECTION CRITERIA:**

- Significant expertise in emergency management, recovery and/or national and protective security, with relevant tertiary qualifications or significant equivalent experience.
- Experience in leading and coordinating diverse stakeholder groups, providing strategic advice and exercising high-level analytical and problem solving skills.
- A track record of achieving results, making decisions that exercise delegated authority and operating under pressure with integrity, professionalism and only broad direction (including during times of crisis and emergency).
- Strong interpersonal skills, including proven ability to consult, influence, successfully negotiate outcomes and be flexible without compromising on quality.
- A high level of personal drive, professionalism and leadership capability, including the ability to manage highly sensitive issues with tact, discretion and strict confidentiality and work in a security conscious environment.
- Superior written and oral communication, including demonstrated ability to explain complex concepts succinctly and clearly and prepare high level, timely briefings and reports with recommendations that address complex and/or significant issues.
- Strong experience in policy and/or program development, implementation in policy and/or reform experience in a relevant field.
- High level political acumen and a detailed knowledge of government processes and relevant policies, including an understanding of Cabinet processes.

## 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]*

### Develops Strategic Thinking

- Demonstrates big-picture thinking to develop and maintain strategic direction
- Inspires and influences others towards achieving organisational goals and business objectives
- Develops and oversees the implementation of change initiatives in a sometimes uncertain environment
- Anticipates and identifies problem areas. Rapidly defines, objectively analyses and solves highly complex ambiguous problems
- Understands the organisations objectives and links between the business unit, the organisation, the whole of government policy agenda and public service values

### Achieves Results

- Builds a high performing team that makes effective use of individual/team capabilities & drives effective outcomes
- Looks outside of organisational silos to identify resources and uses evidence, knowledge and experience to deliver the best results
- Adheres to, interprets and explains Public Sector legislation, regulations and policies and manages compliance across all areas of the Business Unit
- Manages own & others project performance & takes action to improve the delivery of quality outcomes
- Values specialist expertise and creates an environment conducive to the sharing and effective utilisation of professional knowledge and skills

### Drives Business Excellence

- Continually searches for and champions new and innovative ways to add value linked to organisational outcomes. Embraces change
- References and utilises market trends, developments and economic/legislative changes to meet current and future organisational needs
- Inspires ongoing learning. Sets clear performance standards and gives timely recognition for good performance. Manages under performance promptly
- Proactively drives outstanding customer service through understanding needs
- Manages expenditure & oversees procurement, ensures security of systems, deploys resources appropriately

### Generates Genuine Partnerships

- Establishes credibility and negotiates persuasively. Offers a convincing rationale which has been carefully positioned against organisational outcomes
- Uses appropriate strategies to prevent, manage and resolve conflicts and disagreements promptly
- Facilitates a collaborative approach and promotes a positive environment to share information, encourage ideas and stimulate open discussion
- Demonstrates and models the values in creating partnerships across the business, and developing effective networking opportunities
- Confidently presents complex information in a clear & articulate manner tailored to meet the needs of the audience

### Role 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 stands by own position when challenged. Accepts accountability for mistakes and ensures corrective action is taken
- Persists and focuses on achieving objectives through pressure, responding positively & in a controlled manner
- Demonstrates a high level of self awareness and can identify areas in which own capabilities complement others. Strives for continual learning
- Promotes & develops an inclusive workplace culture that values & respects diversity and individual differences
- Advocates and drives standards for the safety and wellbeing of self and others