

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Senior Policy Officer, 30 by 30 Project	Division: National Parks and Public Lands
Classification Level: ASO6	Branch/Unit: Park Planning and Visitor Experience, Protected Area Policy Unit
CHRIS Position Number: New	Reports to (Title): Team Leader, Park Strategy & Establishment

About the Agency – [Department for Environment and Water](#)

About the Role

The Senior Policy Officer, 30 by 30 Project is responsible for providing high level policy, legislative and management advice relating to protected area acquisition, in South Australia. This includes support for strategic initiatives associated with the Protecting Important Biodiversity Areas (PIBA) funding agreement, consideration of the biodiversity risks and opportunities, working with philanthropic partners and public private protected area establishment initiatives.

Key Role Outcomes

- The provision of timely legislative and policy support and advice in order to facilitate the identification and acquisition of protected areas.
- Support complex priority protected area establishment projects and strategic initiatives associated with park management including supporting the National OECM Framework implementation, and Crown Land protected areas projects.
- Support the development of policy and engagement strategies aligned to the objectives of the Department.
- High-level and timely written reports, briefings and Cabinet documents on complex issues to facilitate decision making by senior management, the Minister for Climate, Environment and Water, government agencies and other stakeholders are developed.
- Cooperative and healthy relationships are established and maintained with key networks and stakeholders across a range of sectors.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

Qualifications and Professional Expertise

- Demonstrated knowledge of the *National Parks and Wildlife Act 1972* as it pertains to park management and establishment.
- Sound understanding of legal principles that underpin the administration of legislation and delivery of policy.

- Has contemporary knowledge of protected area principles and practices and can read and understand the intent of protected area and associated legislation and regulations.
- Has a broad understanding of land tenure.

Research Skills

- Shows accuracy in evaluating information and interpreting it to reach useful conclusions.

Writing Skills

- Writes fluently, conveying complex information in a way that the reader will easily understand its message.

Verbal Communication

- Communicates confidently in meetings and forums with traditional owners, partners and stakeholders.

Problem Solving

- Is able to evaluate information, identify accurately and break down appropriately the underlying issues in a way that demonstrates clear understanding of the problem to ascertain a practical solution that is aligned with organisational/customer needs.

Desirable Criteria

- Qualifications(s) relating to law, protected area management, public policy, general management or environmental management are desirable.
- Experience working with Aboriginal communities is highly desirable.

Key Relationships/Interactions

- National Parks and Public Lands Division and relevant Departmental employees.
- Relevant State Government agencies and the Commonwealth government.
- Key stakeholders, private landowners, philanthropic and other funding partners.
- Co-management boards and committees.
- Traditional owner representatives and Aboriginal Corporations.

Special Conditions

- Will be required to participate in responses to state emergencies or associated duties.
- Intrastate and remote area travel is required, including travel in light aircraft and overnight absences.
- May be required to work outside of the normal hours of work.
- Demonstrates ability to work alone and be self-reliant.
- A current class "C" driver's licence and willingness and ability to safely operate a 4wd is essential.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Creating Vision and Direction • Leading and Influencing Change	• Ensures own work is aligned with the Agency's strategic priorities. • Facilitates change across the Agency by providing informed advice and/or useful systems and tools to other managers.
Achieves Results	• Delivering Effective Outcomes • Making Decisions	• Sets priorities for self and manages workflow in order to achieve outcomes on time. • Ensures decisions taken abide by legislation, regulations and policies.
Drives Business Excellence	• Directing Resources	• Reviews work progress and facilitates revision of priorities as required.
Forges Relationships and Engages Others	• Establishing and Maintaining Networks • Using Political Savvy	• Shows tolerance and consideration for others by accepting diverse opinions and approaches non-judgementally. • Forms constructive relationships with key stakeholders within and outside of the Agency including significant partnerships with Aboriginal communities. • Is highly effective in knowing what to say, when, and to whom and how to communicate messages in a way that will gain support.
Exemplifies Personal Drive and Professionalism	• Modelling Public Sector Values • Displaying Flexibility and Resilience • Integrating Diversity in the Workplace	• Consistently behaves in an ethical and professional manner aligned with the public sector values and Code of Ethics, even in difficult situations. • Engages positively with ambiguous situations and demonstrates flexibility in thinking. • Acts from the principles of equity, diversity and social justice.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Original Date classified:	27/10/2021	Date reviewed:	12/08/2025
Class method/ Ref #:	Comparison (P40383)	Reviewed by HR:	KH