

JOB AND PERSON

SPECIFICATION

Title of Position : Manager Strategic Projects	CORRECTIONAL SERVICES
Classification : ASO8	Position No: P39964
Location : Strategic Policy, Projects and Partnerships	Division : Offender Development
Reports To : Director, Strategic Policy Projects and Partnerships	

JOB AND PERSON SPECIFICATION APPROVAL

R. Brown

27 02/2026

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

Reporting to the Director, Strategic Policy, Projects and Partnerships (SPPP), this position is responsible for the provision of high-level leadership and program management of the Department's complex projects, including agency priorities, Departmental reforms, and various strategic, legislative, and operational projects.

The Manager, Strategic Projects will ensure high profile and sensitive projects are successfully delivered and internal and external stakeholders are appropriately engaged through project delivery. This position is also responsible for overseeing the project lifecycle of projects delivered by SPPP Project Managers. They will provide clear, values-based leadership and people management, building capability through coaching, performance management and professional development.

The Manager, Strategic Projects will also have a strong understanding of policy development and social and criminal justice legislative reforms. The Manager, Strategic Projects will possess strong written and verbal communication skills. The role will be responsible for delivering high-quality briefings, research, analysis, and other reports as required.

KEY STAKEHOLDER INTERACTION

The Manager, Strategic Projects:

- Reports directly to the Director, SPPP;
- Engages with members of executive, senior management and specialist staff within the department, including Operational, Human Resources, Finance and Procurement;
- Manages senior policy and project managers within the SPPP team;
- Liaises with external stakeholders such as interstate and overseas correctional jurisdictions, Crown Solicitors Office, Parliamentary Counsel, Premier and Cabinet and State, Federal and Local and Non-Government bodies;
- Liaises with policy officers in criminal and social justice organisations (both Government and community based); and
- Represents the department on various departmental and inter-agency committees.

BRANCH PROFILE

The SPPP Directorate leads the design of evidence-based strategy, and delivery of priority programs and projects that support the Department's strategic objectives.

SPPP provides robust program and project management across the lifecycle of key projects. The Directorate also leads the development and coordination of strategic policy, including evaluation and review, to inform decision-making and future reform directions.

The Directorate actively engages with key stakeholders across the Department as well as government, jurisdictions, research institutions and the community sector, including through participation in high-level interjurisdictional committees and working groups. Oversight of the Department's research agenda underpins the Directorate's strategic and delivery focus, ensuring programs and reforms are informed by robust evidence, analysis and emerging best practice.

SPPP is part of the Offender Development Directorate which includes Rehabilitation Program Branch; Sentence Management Unit; Shaping Corrections; and the Principal Advisors for Women Offenders, Veterans and African-Australian Services.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check;
- A current South Australian Driver's Licence is essential;
- A flexible approach to working hours is required;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

Strategic Direction and Leadership

- Providing strategic support and advice to the Director, SPPP and DCS Executive on project and policy development, based on a strong knowledge of government policies and procedures, criminal and social justice issues and trends, and relevant legislation.
- Contributing to the Department's project management, policy development & research capability.
- Ensuring the delivery of all products to a high standard, including research reports, business cases, departmental strategies, Ministerial communications and Cabinet submissions.
- Overseeing the monitoring and review of policy and projects, including providing guidance regarding outcome evaluations and recommendations for improvement or changes to business processes, practices or policy.

Oversight of Complex Project Management

- Providing effective program leadership to ensure the Directorate's projects are delivered in the best interests of the State and in line with the Government's and Departmental goals.
- Reporting on the Directorate's performance and program to the Director SPPP.
- Monitoring and reporting against the SPPP work program, and overseeing the team's capacity, project delays and risk management.
- Overseeing the management of multiple complex and critical projects, ensuring project deadlines are achieved, risks and issues are maintained, and high-quality products are delivered.
- Overseeing the development, implementation, prioritisation, and monitoring of projects across multiple work programs within the SPPP team.

- Reporting on project progress as required, applying risk management and appropriate governance, to the relevant Steering Groups, Executive Sponsors, Director SPPP, DCS Executive, and Minister.

Critical Stakeholder Management

- Ensuring effective governance and communication systems are in place between the project managers, project sponsors, DCS Executive and Director SPPP, to encourage feedback and participation from key stakeholders.
- Managing multiple and sometimes conflicting stakeholder relationships at all levels and negotiating optimum solutions for the Department.
- Liaising with state, national, and community stakeholders, to facilitate the achievement of specific DCS outcomes that meet critical project goals and Departmental strategies.
- Engaging in Departmental committees and liaison activities with corporate senior management, executive leadership, and prison and community corrections staff.
- Facilitating and providing high level support to relevant departmental, cross agency, and external committees.

Leadership and Mentoring

- Leading, developing and managing the SPPP team by providing effective mentoring, guidance, training and development, to maintain a high performing project team.
- Overseeing the required outcomes for the team, monitoring and recognising the performance of individuals and SPPP towards achieving outcomes.
- Ensuring the human, financial and physical resources required for the team to operate effectively are managed appropriately.
- Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.
- Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential: Tertiary qualifications in project management; a recognised project and/or program management methodology, e.g. PRINCE2, PMBOK, 3 PM or MSP;

Desirable:

PERSONAL CRITERIA**Essential Criteria**

- Extensive experience undertaking and delivering large scale projects and programs providing program leadership, project management, and implementation oversight.
- Proven ability to lead reform of services and practices to align with clear strategic direction, including monitoring resources and leading organisational change in a proactive manner.
- Demonstrated experience in planning, developing, leading and managing complex projects using sound project management methodology in an environment with competing priorities and expectations.
- Experience managing a team of staff to meet project milestones and outcomes, monitoring the effective use of resources and expertise, and delivering timely and high-quality outcomes.
- High level interpersonal skills and demonstrated experience maintaining effective partnerships and collaboration, to ensure productive working relationships with senior managers, staff and stakeholders.
- Demonstrated experience and knowledge of a recognised project and/or program management methodology, e.g. PRINCE2, PMBOK or MSP, including the ability to work within the framework and principles of recognised project management methodologies.

Desirable Criteria

- Superior communication skills, including demonstrated ability in developing complex policy documents with clear and succinct recommendations.
- Demonstrated achievement in providing high level strategic and innovative policy advice on complex policy issues including politically sensitive issues requiring a high level of tact, discretion and confidentiality.
- Demonstrated high level conceptual, research and analytical skills including the ability to interpret data trends and provide strategic legislative advice for program and policy development responses.
- Understanding of, and ability to manage according to the legislative requirements of the *Work Health & Safety Act*, Regulations and associated Codes of Practice, utilising AS/NZS ISO 31000:2018 Risk Management
- Previous experience in working at a senior government level in public policy or project management.
- General knowledge of personnel management principles under the *Public Sector Act*, *Work Health & Safety Act*, and *the Equal Opportunity Act*.
- General knowledge of DCS organisational structure and the South Australian Justice system.