

Role Description

(Non-Manager)



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

Role Title: Senior Community Engagement Advisor (Coasts)

Classification Level: ASO7

CHRIS Position Number: P60235

Division: Corporate, Heritage and Climate Action

Branch/Unit: Strategic Communications and Engagement

Reports to (Title): Director, Strategic Communications and Engagement

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

About the Role

The Senior Community Engagement Advisor (Coasts) plays a pivotal role within the Strategic Communications and Engagement Branch to plan, coordinate and deliver communications and engagement for the project from a DEW and whole-of-government perspective.

Key Role Outcomes

- The development and implementation of an engagement plan for the Adelaide Beach Management Review that results in South Australians:
 - understanding the need to manage Adelaide’s beaches.
 - knowing how the Adelaide Beach Management Review and the Adelaide Beach Management program are addressing those beach management needs.
 - being engaged and informed during design and delivery of the Adelaide Beach Management Review including opportunities to provide feedback into the review.
 - being inspired and involved with sand dune stabilisation initiatives along Adelaide’s coastline.
- Staff of the Adelaide Beach Management Review project team and Coast and Marine Branch are supported to deliver communications and engagement activities in a coordinated way, including facilitation of public participation in decisions.
- Maintain effective communication with media organisations to respond to enquiries and proactive opportunities.
- Production of relevant, high-quality content for, and management of, various communication channels including web, social media, e-newsletters, and general correspondence.
- Community feedback is collated and documented, and advice is provided to the Director Strategic Communications and Engagement and Project Manager, Adelaide Beach Management Review to inform project delivery and direction.
- The development and maintenance of strategic partnerships within the agency and relevant commonwealth and state government agencies.
- The provision of high quality advice to the Manager and Executive Director in relation to the project and in response to comments and enquiries from stallholders.

Essential Criteria (including qualifications)

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

- Applied knowledge of contemporary community engagement theory and practice, particularly in the context of cross government policy frameworks and global best practice models, such as International Association for Public Participation (IAP2) and Common Cause.
- Demonstrated experience in developing, delivering and evaluating complex community engagement strategies, particularly in relation to controversial projects involving on-ground works.
- Demonstrated experience in planning and producing content for different audiences and channels with a focus on understanding the user, digital tactics, measurement and evaluation.
- Experience in developing and maintaining strong networks and partnerships to deliver engagement project outputs and outcomes.
- Experience in influencing a broad range of stakeholders to drive change and achieve project and/or program outcomes.
- Proficiency with MS Office products.

Desirable Criteria

- Previous involvement with coastal management issues or initiatives will be an advantage.
- A relevant qualification in communications or community engagement highly desirable.

Key Relationships/Interactions

- Engagement Coordinator, Restoration and Stabilisation
- Manager, Coast and Marine
- Director, Climate Change, Flood Risk and Coast
- Climate Change and Coast and Marine Teams
- Community Engagement Branch
- Builds strong working relationships with Managers and staff across DEW and other key agencies and stakeholders
- Community stakeholders.

Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- 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.
- A current class “C” driver’s licence and willingness and ability to drive is essential.
- Some intrastate travel may be required.
- Some out of hours work may be required.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Leading and Influencing Change • Motivating Others • Thinking and Acting Strategically 	<ul style="list-style-type: none"> • Facilitates change across the agency by providing informed advice and/or useful systems and tools to other managers. • ‘Sells’ concepts upwards, sideways and downwards in the organisation to enable introduction of new initiatives. • Empowers staff to take initiative and to provide suggestions for ways of doing work more effectively or efficiently. • Creates operational plans that contribute to strategic goals and outcomes.
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes 	<ul style="list-style-type: none"> • Sets priorities for self and clear expectations and priorities for others and manages workflow in order to achieve outcomes on time. • Uses performance data – reports and measures - to monitor, encourage and develop team to deliver outcomes.
Drives Business Excellence	<ul style="list-style-type: none"> • Directing Resources • Optimising Performance 	<ul style="list-style-type: none"> • Effectively manages the budget for their work area. • Reviews work progress and facilitates revision of priorities as required. • Takes appropriate action when expected standards are not met.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Influencing and Negotiating • Establishing and Maintaining Networks 	<ul style="list-style-type: none"> • Builds credibility of stakeholders and customers by demonstrating reliability and respect and uses this credibility to negotiate outcomes. • Listens to the views of stakeholders and tailors advice or recommendations to gain greater engagement and achieve positive outcomes. • Forms constructive relationships with key stakeholders within and outside of the agency. • Builds collaborative relationships based on an understanding of stakeholder priorities/objectives.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Displaying Flexibility and Resilience 	<ul style="list-style-type: none"> • Is responsive to the unexpected. • Balances competing demands in a calm manner.

Work Health and Safety

Participate in workplace safety procedures and programs

- Leads and/or participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.

- Provides workplace safety information and advice where relevant.
- Applies procedures for dealing with incidents and emergency events as required.

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.

Date Delegate approved original classification:	10/08/2020	Original Class method:	Comparison
Updated:	RD Update only	Date this version approved by delegate:	04/04/2025