

Principal Policy Officer

OUR CULTURE

The **Department for Energy and Mining (DEM)** is committed to being the most Transformative Energy and Mining Government Department in the World. To achieve this, we have developed four key enablers to high performing behaviour. These enablers underpin everything we do.

- Our culture is diverse, professional, accountable, respectful and committed to safety. We work collaboratively so we all succeed.
- We are committed to demonstrating personal and professional leadership and value being recognised as leaders in our field.
- We deliver the best outcomes for South Australians.
- We listen and engage meaningfully so that our decisions and actions build a successful and sustainable future for all South Australians

We are a White Ribbon Accredited workplace that promotes gender equality and a zero tolerance of violence in the workplace.

DEPARTMENT CONTEXT

DEM leads the global transformation economy, overseeing the responsible mining and production of the minerals, metals and fuels of the future, to safely and sustainably generate the energy and low carbon products of the future.

Our low-cost power, leading regulation system and culture of innovation is leading to the decarbonisation of industry, new modern manufacturing opportunities, increased employment and greater prosperity and security for the people of South Australia.

We particularly acknowledge the essential role that traditional Aboriginal people play in the energy and mining sector as land managers, heritage custodians, business owners and community leaders.

The **Strategic Policy and Delivery Division (SPD)** seamlessly supports the Chief Executive and the department to provide impactful guidance on state, national and global strategic matters, shaping industry development, project implementation, and policy formulation.

ROLE TITLE	Principal Policy Officer		
CLASSIFICATION	ASO8	POSITION NUMBER	P49064
DIVISION	Strategic Policy and Delivery		
BRANCH	Strategy		
TEAM	Strategy and Government Relations		
DESIGNATED POSITION	No		

ROLE PURPOSE

The **Strategy and Government Relations team** is responsible for the delivery of strategic whole of portfolio policy analysis, advice and design; and for building and maintaining effective relationships across state and federal government to:

- support the transformation of the economy toward a net zero-carbon future while improving competitiveness of South Australia's resource and energy industries; and
- ensure all South Australians feel the benefits of the state's economic transformation.

The **Principal Policy Officer** is responsible for leading and providing timely, expert strategic policy advice and support on whole of portfolio matters, and undertaking detailed, complex, technical or sensitive policy work. This will include representing the department on intra and inter-government working groups and committees.

REPORTING / WORKING RELATIONSHIP

- Reports to: Manager, Strategy and Government Relations
- Direct reports: Nil
- Works with: Colleagues in the Department for Energy and Mining (including the Executive Leadership Team), Office of the Minister for Energy and Mining, staff from other departments and agencies.

KEY OUTCOMES

- Provide expert, strategic and high-quality advice in relation to sensitive and complex whole of portfolio policy work
- Develop coordinated whole of portfolio policy analysis and advice on policy led by other agencies, to ensure portfolio interests are represented and alignment of key department and government objectives and initiatives.
- Deliver whole of portfolio policy position and provide strategic advice on current and future trends in energy, mining and decarbonisation in collaboration with teams across the department.
- Deliver high quality Cabinet, Ministerial, Parliamentary and inter-governmental products, including producing briefings, Cabinet submissions and providing advice at Ministerial or senior executive levels.

- Maintain an overarching strategic awareness of issues and matters relevant to the energy and mining portfolio and government-wide policies.
- Collaborate and share information to improve transparency, accountability, stewardship, and integrity, and achievement of strategic outcomes.
- Establish and maintain strategic relationships and a network of alliances across government and with key stakeholders within DEM to identify and support collaborative cross-agency opportunities. Represent the department's interests and perspective in state and federal committees, working groups and forums as required.
- Work to support department-wide policy capability and practice, including through quality assurance review of policy documentation prior to seeking approvals.
- Support the Manager in the delivery of the strategy and government relations function across DEM.
- Act as the Manager, Strategy and Government Relations as required, during periods of leave.

SELECTION CRITERIA

- Superior written and oral communication, including the ability to explain complex concepts succinctly and clearly, and to be able to negotiate successful outcomes
- Significant policy development, implementation, evaluation and/or reform experience, with a high level of expertise in one or more significant areas of government policy.
- High level political acumen and comprehensive experience in Cabinet, Ministerial, Parliamentary and inter-governmental processes including producing briefings, Cabinet submissions and providing advice at Ministerial or senior executive levels.
- Experience in providing strategic advice, including through the demonstrated use of high-level analytical and problem-solving skills.
- Exercise a very high level of judgement, determine goals and priorities, and operate under broad direction.
- Strong interpersonal skills, with a proven ability to effectively collaborate with diverse stakeholders and a proven ability to lead, consult, liaise, influence, negotiate and develop a network of strategic alliances.
- Demonstrated ability to perform in a fast-paced environment, including a track record of being a strong team player
- Experience in the energy and/or resources sector or policy development is desirable
- Experience in legislative reform would be desirable.

DESIRABLE QUALIFICATIONS

- Relevant tertiary qualification or significant equivalent experience is highly desirable.

SPECIFIC REQUIREMENTS

- DEM encourages flexible working arrangements such as working from home, part time work, job share, compressed weeks and purchased leave. Arrangements are negotiated with the appropriate manager
- The incumbent will embrace diversity in all its forms and demonstrate inclusive behaviours in the workplace
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role
- The incumbent is expected to uphold the ethical behaviour and professional integrity standards as contained in the *Public Sector Act 2009*, as well as comply with any other relevant legislated requirements.
- Appointment to this role may be subject to a satisfactory screening check.
- Out of hours work may be required.
- Intra state and interstate travel may be required.
- A current driver's license and willingness to drive is preferred.