

Role Description

(Non-Manager)



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

Role Title: Graduate Coast and Marine Officer

Division: Biodiversity and Nature Economy

Classification Level: PO1

Branch/Unit: Biodiversity Science, Coasts and Information

CHRIS Position Number: TBA

Reports to (Title): Team Leader Coastal Operations and Engineering

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

About the Role

The Graduate Coast and Marine Officer contributes to the best-practice management of SA's coasts by working collaboratively across the team to assist with timely provision of general advice on coastal science, policy and planning matters, coordination and preliminary assessment of development applications, and support the delivery, monitoring, evaluation and reporting of routine coastal programs and projects.

This entry-level pathway will provide the Graduate with the opportunity to apply their academic knowledge while gaining practical experience in a dynamic work environment. The role will support the development of capability in providing advice, conducting analysis and research, and assisting with program and project management functions within the Coasts Unit.

The position will also involve engagement with a range of internal and external stakeholders to support the delivery of the unit's priorities and initiatives.

Key Role Outcomes

- Specialist technical advice is collated, verified with senior team members and leaders, and provided to internal and external stakeholders on a variety of coast and marine management matters in a timely manner.
- Senior technical staff (Coast and Marine Officers, Engineers and Planners) are supported to ensure timely delivery of high-quality coast and marine development assessment, monitoring and evaluation projects, and operational programs.
- Technical reports, written advice and other documents communicate their purpose, scope, evidence-base, and conclusions appropriately and effectively for the target audience.
- Effective and collaborative working relationships are fostered and maintained to ensure effective communication within and across teams to facilitate and coordinate information and workflows as required.

Essential Criteria (including qualifications)

- A degree in environmental science, conservation, natural resource management or other relevant discipline is essential.
- Experience in collating, documenting and interpreting technical data and information.
- Experience in supporting, coordinating or delivering projects.

- Demonstrated effective communication skills, with the ability to write fluently and convey technical information in a way that is easily understood.
- Experience in developing and maintaining strong relationships and collaborating with multi-disciplinary teams and external stakeholders.
- Demonstrated ability to seek input from others with relevant expertise and diverse perspectives when exploring options and testing solutions.
- Proven ability to review work procedures and practices to ensure business needs are met and best practice is applied.
- Proven strong time management skills to prioritise workload and meet deadlines.

Desirable Criteria

- Experience in coastal management.

Key Relationships/Interactions

- Works collaboratively with all team members within the Coast Unit and the Biodiversity Science, Coasts and Information Branch.

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.
- Intrastate and remote area travel may be required, including travel in light aircraft.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.
- A current class “C” driver’s licence and willingness and ability to safely operate a 4wd is desirable.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Thinking and Acting Strategically 	<ul style="list-style-type: none"> • Can identify and articulate potential issues and implications.
Achieves Results	<ul style="list-style-type: none"> • Delivering effective outcomes • Makes decisions 	<ul style="list-style-type: none"> • Develops and communicates clear and realistic goals / expected outcomes for projects and tasks. • Knows when to seek further information, clarify issues or involve others in the decision-making process
Drives Business Excellence	<ul style="list-style-type: none"> • Optimising Performance 	<ul style="list-style-type: none"> • Works collaboratively with team members to achieve team and individual goals.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Establishing and Maintaining Networks • Communicating and Managing Conflict 	<ul style="list-style-type: none"> • Works well with others and is effective in collaborating with colleagues across the Agency. • Respectfully interacts with people from diverse backgrounds, including Aboriginal communities.

		<ul style="list-style-type: none"> • Presents information clearly in writing and verbally, in a way that is well suited to community groups, scientists and staff at all levels.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Displaying Flexibility and Resilience • Demonstrating Commitment to Learning and Development 	<ul style="list-style-type: none"> • Is flexible in handling changing priorities. • Quickly regains focus in the face of unexpected setbacks. • Demonstrates an awareness of relevant trends/developments. • Keeps abreast of relevant developments within their own field of expertise.

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.

Date Delegate approved original classification:	20/08/2019	Original Class method:	Full
Updated:	Comparison	Date this version approved by delegate:	16/03/2026