



Role Statement

Position title:	Senior Legislation Officer	Position no:	P54920
Classification:	ASO6	Review date:	February 2026
Directorate:	Housing Policy and Programs		
Business unit:	Planning Reform and Governance		

About us

Our department's primary objective is the delivery of homes and housing options for South Australians. In response to the national housing crisis, we are committed to accelerating the build of a diverse range of housing options. We strive to find solutions to the urgent demand for housing security.

Our mission focuses on coordinating various portfolios related to housing, housing infrastructure, urban development, and planning. By ensuring sound decisions and efficient management, we strive to create sustainable, well-planned communities offering safe and affordable housing options.

Housing Policy and Programs a directorate of the Department for Housing and Urban Development (DHUD) is an innovative and impactful team of land and built environment professionals that manage the planning and land use systems and policy tools for the state. This includes strategic planning, growth management, design and land use services – all with a focus on creating more vibrant, diverse and engaging places for our communities to thrive.

Join us in our endeavour to address one of the most pressing challenges of our time and make a tangible difference in the lives of our community.

OUR VALUES: Professionalism | Service | Respect | Courage and Tenacity | Collaboration and engagement | Trust | Sustainability | Honesty and Integrity |

About this role

The role is a senior role within the Planning Reform and Governance Team within Housing Policy and Programs. The four key focus areas of the role are:

- Promoting an effective planning, building and local government system that provides policy and procedural certainty for proponents and the community and enhances the State's competitive advantage.
- Facilitating the drafting and introduction of legislative initiatives to support the Planning and Land Use Services Division.
- Developing specialist legislative and policy advice for the Minister, the Chief Executive, the State Planning Commission and the Department's senior management team on legislative planning matters.
- Delivering programs, projects and services that support the strategic vision of the organisation including providing analysis and advice to existing projects, business planning, and the identification and management of future strategic initiatives.

The role is responsible for coordinating and undertaking the planning, development and delivery of programs, functions and services that progress and monitor changes to legislation, from initiation through to consultation and implementation. The role develops and maintains effective working relationships with staff across State Government Agencies, including within DHUD, Local Government and the development industry on a range of operational and commercially confidential matters.

Who will you work with

- Reports to Team Leader, Legislation
- Planning and Building Directors
- State Planning Commission
- Other DHUD staff
- State and Local Government Agencies
- Statutory Committees

Conditions

- Some out of hours' work may be required.
- Some intra state, international and interstate travel may be required.
- Required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.

- Compliance with Government legislation, Code of Ethics for the SA Public Sector, Departmental policies and procedures, including information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Required to obtain a National Police Check prior to employment. A renewal will be required every 3 years.

What you will do

Key responsibilities

Policy and Planning

Specified duties

- Develop initiatives in relation to the Planning, Development and Infrastructure Act 2016 and related legislation and regulations.
- Facilitate drafting and introduction of other legislative initiatives to support DHUD.
- Seek input to ensure all relevant factors are included in policies.
- Coordinate and undertake the planning, development and delivery of detailed and strategic analysis to inform and assist the drafting initiatives in relation to the Planning, Development and Infrastructure Act 2016 and related legislation and regulations.
- Coordinate and undertake programs, projects and services that facilitate the drafting and introduction of

Performance indicator/ measurement

- Detailed and strategic analysis and planning is undertaken.
- Complex work is planned, undertaken and completed within strict timeframes and delivered on time.

Provide Advice

legislative initiatives to support DHUD.

- Plan, implement and review communication and engagement processes to seek input from stakeholders and ensure all factors included in policies.
- Develop and draft high-level specialist legislative and policy advice to the Minister, the Chief Executive and the State Planning Commission (and its Committee's) as required.
- Provide expert advice to team management and staff in relation to the analysis, review and interpretation of legislation and the development of policy.

- Expert advice is accurate, detailed and based on current knowledge of all relevant factors.

Strategic Support

- Coordinate, undertake or contribute to specific projects, project tasks or priority areas that support and drive strategic vision.
- Coordinate and undertake complex research and benchmarking processes and provide recommendations to business planning and strategic initiatives.

- Clear understanding of strategy, focus and direction.
- Communicate with stakeholders to ensure strategies are supported and implemented.

Planning and Development Systems

- Monitor the performance of the planning and development system at the State and Local Government level, to identify and advise on policy, legislative and procedural improvements.
- Undertake or contribute to the preparation and implementation of programs across all Directorates in DHUD, other Agencies and Local Government, including developing, implementing and reviewing awareness programs.
- Monitor and ensure that Planning and Development Systems meet statutory compliance and relevant requirements and provide expert legislative advice.
- Develop and maintain collaborative working relationships with Directors in relation to policy setting and procedures, and legislative drafting strategies and directions, and work effectively with Parliamentary Counsel in relation to drafting.

Legislative Compliance

- Provide assistance to the Planning Reform and Governance Manager in ensuring PDI Act Delegations remain contemporary.
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- Develops plans with clear outcomes and supports others to achieve these.
- Identifies areas for system/process improvement.
- Complex work undertaken and completed efficiently and on time.
- Consistently high-quality contribution to projects and document drafting.
- Produces quality and up-to-date documentation.
- Completes work in accordance with legislative procedures and within legislated timeframes.

- Quality, accurate and up-to-date documentation is produced.
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Contribute to Culture

- Proactively participate and contribute to responsible and safe work practices.
- Embrace diversity and cultural differences in the workplace.
- Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered.
- Respectful behaviour observed when faced with diversity/differences in opinion.

The capabilities you will bring

Technical expertise

- A recognised qualification in the discipline of law (or a related discipline) urban and regional planning (or a related discipline) (desirable).
- Significant knowledge of policy development processes and practices within a government context and knowledge of Government, Cabinet and Public Service administration processes, communication protocols and practices.
- Knowledge of the South Australian planning and development system, especially the Planning, Development and Infrastructure Act 2016 and associated regulations.

Personal abilities

- Highly developed interpersonal skills to foster effective relationships with people at all levels, liaise, consult and negotiate complex and sensitive issues, and manage conflict to achieve required outcomes.
- High level ability to communicate clearly and effectively with a diverse range of stakeholder groups and to prepare and present a range of clear and concise analysis, documentation and reports.
- Demonstrated ability to work under broad direction and exercise judgement, delegated authority and a significant level

Experience

of responsibility in completing complex tasks to meet tight deadlines within an environment of change.

- Significant experience in the interpretation, review and/or formulation of legislation or regulations and in providing advice relating to operational policy.
- Demonstrated experience in coordinating and delivering programs, projects and services related to the development and review of government policy, including researching and drafting briefings, reports and submissions for senior management.