

ROLE DESCRIPTION

ROLE TITLE: Deputy Coordinator General

AGENCY: [Department of the Premier and Cabinet](#)

CLASSIFICATION: SAES 2

DIVISION:

ROLE NUMBER:

BUSINESS UNIT: Coordinator General's Office

REPORTS TO: Coordinator General

ROLES REPORTING TO THIS ROLE: 2-4 FTE (TBC)

BUDGET: NA

ROLE PURPOSE:

The Deputy Coordinator General will be responsible for:

- providing leadership and strategic direction to the Coordinator General's Office (CGO) to perform its functions to advance the social, economic and environmental interests of the State – including the performance of CGO's statutory functions under the *State Development Coordination and Facilitation Bill 2025*;
- leading and contributing to whole of government objectives, strategic priorities and policy commitments, particularly the delivery of AUKUS, developing and implementing key economic development areas, increasing housing supply and other projects of State significance;
- work closely with authorities across the State's planning and regulatory system to coordinate, facilitate and promote development to achieve economic, social and environmental outcomes for the State;
- managing strategic and politically sensitive issues and providing advice to the Premier, Cabinet and/or Ministers on key issues;
- building strong and productive relationships with key internal and external stakeholders and representing CGO within and outside of the South Australian Government.

The Deputy Coordinator-General will support the Coordinator General in leading CGO with vision, rigour, honesty and accountability, and will uphold the integrity of South Australia's planning and regulatory frameworks to facilitate positive and efficient outcomes.

KEY OUTCOMES OF ROLE:

1. Facilitate and undertake management, coordination, assessment and delivery of projects (developments) of importance to the State, particularly in relation to AUKUS, development and implementation of key economic development areas; and in addressing housing supply challenges.
2. Facilitate consultation, engagement and collaboration between state authorities, proponents and communities about potential State development areas, projects and their impacts on and benefits to the community.
3. Support a single point of contact and coordination for proponents in their dealings about projects of importance to the State with state authorities, on a case-by-case basis.
4. Coordinate the initiation and development of State development areas for economic, social and environmental purposes.
5. Cooperate and negotiate with other jurisdictions to facilitate and promote clear, effective and efficient regulation, practices and agreements for the assessment and coordination of projects.
6. Identify and provide advice to the Government on improvements to the regulation of projects in the State.
7. Uphold and promote the integrity of South Australia's planning and regulatory frameworks to facilitate appropriate outcomes.
8. Assist in the leadership of the CGO in the performance of its statutory functions under the *State Development Coordination and Facilitation Bill 2025*.
9. Fulfill the functions of the Coordinator General as required.

KEY RELATIONSHIPS / INTERACTIONS:

- Accountable to the Coordinator General and the Coordinator General's Office Board as required.
- Roles reporting to this role are to be determined in consultation with the successful candidate within the approved budget and FTE limit.
- Within the South Australian Public Sector, the Deputy Coordinator General will maintain close working relationships with other Ministers, Cabinet and Cabinet Committees, Chief Executives, statutory authorities and senior officers in the performance of their functions.
- Beyond the South Australian Public Sector, the Deputy Coordinator General will build and maintain collaborative working relationships with senior Australian Government representatives, the private sector, industry and industry organisations, community groups, and non-government organisations.
- Where required, the Deputy Coordinator General will act in the Coordinator General's role as a member of the Senior Leadership Council, the South Australian Public Sector's principal governance group with collective responsibility for the stewardship of the South Australian Public Sector, delivery of services to the South Australian public and responsiveness to government priorities.

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
 - National Police Check (required for all roles)
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

KEY SELECTION CRITERIA:

- 5+ years of senior and/or C-suite executive experience, with a track record of leading with vision, integrity and inclusion, and a focus on delivering value to the organisation and key stakeholders.
- Extensive public sector experience in similarly complex leadership roles, preferably in planning and development; regulatory, environmental and/or impact assessment; and/or project development.
- Ability to rapidly develop strong relationships across key stakeholders (groups) across the public and private sector and broader community and leverage these networks to facilitate appropriate outcomes for all stakeholders.
- Ability to determine new creative ways to employ project teams, distribute responsibilities and challenge others to develop as leaders while clarifying roles and responsibilities.
- Proven ability to exercise judgement, analyse and conceptualise problems, formulate and execute solutions and negotiate successful outcomes in an innovative and resourceful manner.
- Extensive experience in complex and strategic (board and/or statutory) governance and decision-making.
- Private sector experience in environmental and planning assessment services; energy and resources; defence industry and/or housing sectors is highly desirable.
- Possess a discipline relevant tertiary qualification.
- Substantially meet the Executive Competencies.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

SOUTH AUSTRALIAN EXECUTIVE (SAES) CORE COMPETENCIES

Shapes Strategic Thinking and Change

Anticipates and plans for future events, trends, problems and opportunities and exercise sound judgement. Develop creative solutions, stimulating new ways of thinking and solving problems.

Key Elements of the Competency:

- Creates vision
- Inspires
- Thinks and Acts Strategically
- Leads and Influences Change
- Solves problems

Achieves Results

Makes timely, quality decisions taking a broad range of factors into consideration. Evaluates reasonable risk taking opportunities. Sets broad organisational goals and priorities in order to drive results consistent with government direction and public expectations.

Key Elements of the Competency:

- Achieves and Delivers Results
- Drives Organisational Effectiveness
- Exercise Sound Judgement
- Manages Compliance with Legislation
- Assumes Accountability
- Evaluates
- Applies Technical Expertise

Drives Business Excellence

Builds an effective, sustainable and high performing organisation through leadership. Engages and aligns human, financial and information resources to achieve strategic targets. Plans for future organisational needs to minimise risk and maximise opportunity. Leads organisational change that maximises results.

Key Elements of the Competency:

- Influences Organisational Performance
- Predicts and Plans for Future Organisational Needs
- Leads and Develops People
- Builds Capability and Expertise
- Promotes a Customer Service Ethos
- Directs Resources

Forges Relationships and Engages Others

Builds effective working relationships, networks and partnerships with internal and external bodies at all levels. Creates a commitment to customer service excellence. Actively listens to what others have to say and responds in a clear, concise and diplomatic manner. Adapts communication style as appropriate.

Key Elements of the Competency:

- Develops and Uses Political Savvy
- Negotiates and Influences
- Manages Conflict
- Promotes Information Sharing and the Gathering of Knowledge
- Establishes and Maintains Strategic Networks
- Communicates Clearly and Adapts to Audience

Exemplifies Personal Drive and Professionalism

Models ethical practice and embeds the values of the public sector into the culture of the organisation. Acts with integrity while promoting consistency among principles, values and behaviours. Sets challenging personal and organisational performance standards and pursues them with passion and energy.

Key Elements of the Competency:

- Models the South Australian Executive Service Values
- Engages with Risk and Shows Personal Courage
- Displays Flexibility and Resilience
- Demonstrates Self Awareness and a Commitment to Personal Development
- Promotes and Integrates Diversity into the Workplace
- Values Wellbeing for Self and Others