


## JOB AND PERSON SPECIFICATION

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<b>Title of Position :</b> Principal Advisor Sustainability and Asset Planning	<b>CORRECTIONAL SERVICES</b>
<b>Classification :</b> ASO7	<b>Position No:</b> TBA
<b>Location :</b> Infrastructure & Safety Systems	<b>Division :</b> Corporate Services
<b>Reports To :</b> Director, Infrastructure & Safety Systems	

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### JOB AND PERSON SPECIFICATION APPROVAL

  
.....17/09/2025  
**Chief Executive or Delegate**

### JOB SPECIFICATION

#### KEY PURPOSE OF THE POSITION

The Principal Advisor Sustainability and Asset Planner is a key leadership role responsible for driving the implementation of sustainable practices and strategies across DCS. This role aligns with South Australia's Climate Change Action Plan and will provide high-level support to the DCS Climate Change Framework, and the department's commitment to environmental responsibility and operational excellence.

The Principal Advisor will lead the identification, planning, implementation, monitoring, and evaluation of initiatives and systems that improve environmental sustainability performance. This includes the development of frameworks, tools, policies, and procedures, and the application of planning, project management, continuous improvement, and change management methodologies.

A critical component of the role is its expert contribution to strategic asset planning. The Principal Advisor will work closely with Infrastructure and Asset Management teams to ensure sustainability is integrated into the Department's Strategic Asset Management Framework and capital investment strategies. This includes aligning environmental objectives with lifecycle planning, energy efficiency, climate resilience, and sustainable design principles across DCS's built environment.

Reporting to the Director Infrastructure and Safety Systems, the role plays a pivotal part in embedding sustainability into DCS's operations, infrastructure, and long-term planning. It supports the Department's transition toward a more sustainable and climate-positive future.

#### KEY STAKEHOLDER INTERACTION

The Principal Advisor Sustainability and Asset Planning reports to the Director, Infrastructure and Safety Systems. Works in close cooperation with other members of the Infrastructure and Safety Systems Branch, Statewide Operations Directorate, DIT, consultants, engineers, departmental executive, managers and staff.

#### BRANCH PROFILE

Corporate Services is responsible for the Learning Academy, Information and Technology Services, Strategic Procurement & Contract Management, Finance, Infrastructure & Safety Systems, Rosters and Workforce Management Portfolios. The Directorate supports the Department for Correctional Services (DCS) in achieving its strategic objectives, targets and key reform agenda including:

- building workforce capability and productivity
- managing risk and compliance
- asset management, infrastructure projects and major capital works
- strategic contracts and procurement management
- information management and technology
- development and delivery of accredited and non-accredited training and development programs

- ensuring effective and equitable employee management and relations
- corporate financial management, and
- health and wellbeing.

The Directorate also has a direct stakeholder relationship with Shared Services SA to ensure the agency's Business Systems, Payroll, and Accounts Payable/Receivable functions are delivered in accordance with the service level agreement.

Infrastructure and Safety Systems provides strategic asset planning and project management services to the Department. This includes procurement and management of infrastructure projects and related equipment, supports elements of electronic security and surveillance systems and effective facilities management.

### **SPECIAL CONDITIONS**

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check;
- A current South Australian Driver's Licence is essential;
- A flexible approach to working hours is required;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

### **HIGHLIGHTED EMPLOYMENT CONDITIONS**

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

### **KEY AREAS OF ACCOUNTABILITY**

Responsible for the delivery and planning of the Department's major and minor capital projects through:

- Providing expert guidance and oversight to ensure DCS's sustainability goals are achieved, with a focus on social, environmental, and economic outcomes.
- Leading the integration of sustainability principles into operational and strategic planning processes.
- Developing and implementing sustainability frameworks, policies, and reporting mechanisms.
- Collaborating with internal stakeholders to embed sustainability into daily operations and capital works.
- Maintaining project management practices that ensure safety and compliance is a focus and consideration as part of project management and focus.
- Responsibility for early notification and reporting of workplace hazards, incidents and injuries.
- Contributing to the development of lifecycle cost plans and asset management strategies that incorporate environmental performance, energy efficiency, and climate resilience.
- Planning and delivering capital projects that prioritise sustainable design, construction, and operation.
- Providing expert insertion into long-term infrastructure planning to ensure alignment with DCS's sustainability and decarbonisation targets.
- Reviewing and maintaining the DCS Strategic Asset Management Strategy and Plan

- Ensuring asset planning supports the department's vision for "safe, secure and efficient sites that support the humane containment, rehabilitation and management of offenders"
- Integrating asset planning with service delivery and capital investment strategies
- Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.

**QUALIFICATIONS**

Essential: NIL

Desirable:

- Qualification in Strategic Asset Management, Climate Policy or Infrastructure Planning, Business, Finance, Administration, Management or a related discipline.

**PERSONAL CRITERIA****Essential Criteria**

- Demonstrated ability to lead and manage a program of sustainability and asset planning initiatives, including the delivery of critical infrastructure and environmental outcomes within complex service environments. This includes managing competing priorities, engaging diverse stakeholders, and responding effectively to unplanned change and tight timeframes.
- Exceptional interpersonal and communication skills, with a proven ability to foster collaboration, build trust, and contribute to a positive team culture across multidisciplinary teams and organisational levels.
- Proven capability to understand and respond to the needs of internal and external stakeholders in a service delivery context, particularly in relation to sustainable infrastructure, climate resilience, and asset lifecycle planning.
- Experience in preparing, monitoring, and reporting on project and program budgets, with a focus on sustainability investments, whole-of-life asset costing, and alignment with strategic capital planning frameworks.
- Comprehensive knowledge of government policies, procedures, and legislative frameworks relating to infrastructure procurement, sustainability reporting, and strategic asset management, including familiarity with Cabinet Circular 114 (PC114), ISO 55001, and the Climate Government ready Framework.
- Advanced skills in project and program management, including the use of systems and tools for financial tracking, risk management, and performance reporting, with a specific emphasis on sustainability metrics and asset performance indicators.
- Sound understanding of contemporary information and data management systems, including those supporting asset management, emissions tracking, and sustainability reporting and the ability to apply these systems to inform strategic decision-making.
- Demonstrated experience in developing and maintaining reporting frameworks and data dashboards to support executive decision-making, performance monitoring, and compliance. This includes the ability to translate complex data into accessible visual formats and insights that drive continuous improvement in sustainability and asset outcomes.

**Desirable Criteria**

- Demonstrated experience in continuity planning within a project and program management context, particularly in relation to sustainability and infrastructure initiatives. This includes ensuring resilience and adaptability of asset strategies in response to operational disruptions or environmental risks.
- Strong research and analysis skills to assess risks, trends, and opportunities.
- High-level written and verbal communication skills, including report writing and presenting to senior decision-makers.
- Demonstrated leadership and mentoring capabilities, fostering team development and performance.

- Strong knowledge of asset management principles and practices, including lifecycle planning, criticality assessment, and integration of sustainability and climate resilience into long-term asset strategies.
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.