

# Role Description

## Senior Policy Officer

Classification: ASO6

Group: Skills SA

Position Number: P45609

Team: Skills Policy and Quality

## About Us

The Department of State Development is the South Australian Government's lead economic development agency.

Our mission is to drive sustainable economic growth in South Australia by increasing industrial and workforce capability, capacity, collaboration and resilience. We take pride in hiring the right people for the right jobs and offer an attractive, flexible workplace.

For more information about our agency, please visit:

[Department of State Development | statedevelopment.sa.gov.au](http://Department of State Development | statedevelopment.sa.gov.au)

## Our Core Values

Be part of a high performing, collaborative, agile and innovative organisational culture. Through a network of multi-disciplinary teams, we operate with internal project structures that enable adaptable, flexible, and agile ways of working. This is underpinned by our Core Values of:

 <p><b>Service</b></p> <p>We proudly serve the community and Government of South Australia</p>	 <p><b>Professionalism</b></p> <p>We strive for excellence</p>	 <p><b>Trust</b></p> <p>We have confidence in the ability of others</p>	 <p><b>Respect</b></p> <p>We value every individual</p>
 <p><b>Sustainability</b></p> <p>We work to get the best results for the current and future generation of South Australia</p>	 <p><b>Collaboration &amp; Engagement</b></p> <p>We create solutions together</p>	 <p><b>Honesty &amp; Integrity</b></p> <p>We act truthfully, consistently and fairly</p>	 <p><b>Courage &amp; Tenacity</b></p> <p>We never give up</p>

## About The Role

Skills SA is responsible for investment in publicly subsidised training, vocational education and training (VET) attainment aligned to the state's workforce needs, and initiatives to strengthen the training system's capability and capacity.

Skills SA oversees and stewards the state's \$2.3 billion National Skills Agreement with the Australian Government, which provides long term funding and sets out a pathway for delivery of state and national skills priorities and reforms.

The Senior Policy Officer, is responsible for providing specialist advice, knowledge, and high-quality analysis to inform and influence planning and policy development. The Senior Policy Officer prepares briefs, policy papers, reports and submissions, and manages the delivery of key project deliverables that help learners, businesses and industry to thrive through skills development and VET.

## What you will do (results to be achieved)

1. Under general direction, provide high-level, evidence-based, and timely information, analysis and advice to ensure departmental objectives and timeframes are met.
2. Undertake research on complex and significant issues, including state, national and international models to inform policy development and support implementation and delivery of policies, programs and funding models aligned with state and national VET directions.
3. Prepare reports, briefings and other written materials, including Cabinet documents and Parliamentary Briefings as required, for a range of stakeholders, including senior executive and the Minister, on a broad range of complex, sensitive and critical issues.
4. Contribute to the design, development, implementation and evaluation of policies and programs, including identifying and managing risks or improvements.
5. Develop and maintain key relationships with a broad range of government and non-government stakeholders and liaise and consult with the stakeholders to support agreed outcomes.
6. Contribute to and help maintain a safe, diverse and healthy work environment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies and procedures.

## The Capabilities You Will Bring (key competencies)

### Essential Technical Experience and Knowledge:

- Well-developed written and verbal communication skills, with a demonstrated ability to provide clear, concise, accurate and evidence-based advice and analysis within agreed timeframes, including to senior officers and Executive.
- Strong interpersonal skills to effectively liaise with internal and external stakeholders at various levels of seniority, including a demonstrated ability to conduct negotiations and facilitate engagement and consultation processes.
- Experience working within a politically sensitive environment handling and managing confidential information including Cabinet and commercial in confidence information and demonstrating high levels of integrity.
- Experience in designing, developing, implementing and evaluating policies.
- Experience in planning and delivering stakeholder engagement strategies to build or maintain relationships with internal and external stakeholders.

### Personal Skills:

- Demonstrated ability to work autonomously and within a team, meet deadlines and expected outcomes, manage competing work tasks, and contribute effectively as a team member.
- Ability to interpret and analyse, evaluate, and present complex information, including statistical data, to support evidence-based policy development, implementation and evaluation.
- Knowledge of the issues and trends in VET at the state and national levels. (desirable)
- Experience in working with government and intergovernmental relations on legislative, public policy or data analytics matters. (desirable)

### Qualifications:

- Essential: Nil
- Desirable: A qualification in a relevant discipline in public policy, data analytics or legislation.

### Reporting / Working Relationships

- Reports to: Manager, State Skills Policy
- Direct Reports: Nil.
- Works with:
  - Teams across the Skills Policy and Quality directorate, and Skills SA staff more broadly
  - Managers, team leaders and staff across the department
  - Internal and external stakeholders, including South Australian and Australian Government agencies

### DSD Working Conditions

- Compliance with Government legislation, Code of Ethics for the SA Public Sector, DSD policies and procedures, including ethical / accountable resources and information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Out of hours work may be required.
- Intra state and interstate travel may be required.
- The incumbent may be assigned to another position at this remuneration level or equivalent, including across teams in this Agency.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The successful applicant(s) will be required to demonstrate they have undergone appropriate assessment prior to being employed.
  - National Police Check (NPC)
  - General Employment Probity Check (DHS)
  - Working with Children Check (DHS)
  - Baseline Vetting
  - Negative Vetting 1