

# Role Description

(Non-Manager)



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

**Role Title:** Principal Policy and Project Officer, Climate Change

**Division:** Corporate, Heritage and Climate Action

**Classification Level:** ASO7

**Branch/Unit:** Climate Action and Landscape Services/Climate Change

**CHRIS Position Number:** P29572

**Reports to (Title):** Team Leader, Climate Change Risk and Adaptation

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

### About the Role

The Principal Policy and Project Officer, Climate Change is responsible for leading, managing and evaluating complex climate change management policy and program development and implementation. The role provides expert policy and program advice, manages projects and leads activities related to stakeholder engagement, governance, implementation, monitoring and evaluation. The position will liaise closely with stakeholders internal and external to government and be responsible for developing and maintaining effective relationships that support key role outcomes.

### Key Role Outcomes

- Effective strategies, programs and initiatives to address climate change, including delivery of the Climate Ready Government initiative, are developed, coordinated and implemented to achieve government and agency objectives.
- High quality and timely policy advice is delivered to the DEW executive, the Minister and Premier on climate change management policies, planning, legislation and initiatives that have a state and national impact.
- Effective and efficient delivery of project activities is achieved through robust project and procurement management.
- Strategic policy, advice, solutions and initiatives are developed through the analysis of emerging issues, technical information, stakeholder input and complex legislation and policy documents.
- Effective working relationships and networks are developed and maintained with key stakeholders, including within DEW, and state and Commonwealth government agencies to deliver outcomes.
- Effective leadership and teamwork is applied in order to ensure the timely delivery of outcomes.

### Essential Criteria (including qualifications)

- Experience with leading and implementing complex and sensitive projects involving stakeholder management.
- Experience with researching and analysing complex technical, legal and policy issues, identifying critical issues and developing appropriate policy solutions and advice.
- Experience in building and maintaining effective networks and working relationships with government and external stakeholders.

- Proven track record of exercising a high level of judgement and working independently to deliver timely outcomes and quality advice in complex and politically sensitive situations.
- Experience and/or knowledge of climate change impacts and relevant climate change and economic policy, and applying climate change considerations in government decision making is highly desirable.
- Proven ability to analyse and explain complex information to others in an understandable and meaningful way.

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## Desirable Criteria

- An appropriate degree in public policy, environmental management, climate related science, law, economics, engineering, or a related discipline is highly desirable.

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## Key Relationships/Interactions

- Maintains close working relationships with other officers of the Branch, Division and South Australian Government agencies.
- Liaises with relevant Commonwealth and local government agencies.
- Liaises with the Premier’s Climate Change Council, industry, stakeholder representative groups and community groups.

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## 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.
- A current class “C” driver’s licence and willingness to drive is desirable
- May be required to undertake intra or interstate travel and occasional overnight absences.

Core Competencies	Elements	Behavioural Indicators
<b>Shapes Strategic Thinking and changes</b>	<ul style="list-style-type: none"> <li>• Leading and Influencing Change</li> <li>• Thinking and Acting Strategically</li> </ul>	<ul style="list-style-type: none"> <li>• Manages up and down to successfully introduce new policy directions and/or business system improvements.</li> <li>• ‘Sells’ concepts upwards, sideways and downwards in the organisation to enable introduction of new initiatives.</li> <li>• Makes strategic judgments and presents options based on implications of analytical thinking.</li> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Assumes Accountability</li> <li>• Delivering Effective Outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes own credibility by demonstrating competence, sound judgement, knowledge and professionalism.</li> <li>• Sets priorities for self and manages workflow in order to achieve outcomes on time.</li> <li>• Deals assertively in overcoming barriers to action.</li> </ul>
<b>Drives Business Excellence</b>	<ul style="list-style-type: none"> <li>• Facilitating Quality and Continuous Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Recognises problems as opportunities for improvement and facilitates</li> </ul>

	<ul style="list-style-type: none"> <li>Promotes customer service</li> </ul>	<ul style="list-style-type: none"> <li>discussion and/or development of processes to address these.</li> <li>Works constructively with diverse people to deliver high quality and responsive services and demonstrates flexibility in service delivery as appropriate.</li> </ul>
<b>Forges Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>Influencing and Negotiating</li> <li>Using Political Savvy</li> </ul>	<ul style="list-style-type: none"> <li>Understands wider business objectives and integrates these into recommendations to gain greater buy in and commitment from others.</li> <li>Is highly effective in knowing what to say, when, and to whom and how to communicate messages in a way that will gain support.</li> </ul>
<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>Displaying Flexibility and Resilience</li> </ul>	<ul style="list-style-type: none"> <li>Engages positively with ambiguous situations and demonstrates flexibility in thinking.</li> </ul>

## Work Health and Safety

### Participate in workplace safety procedures and programs

- Leads and/or participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Provides workplace safety information and advice where relevant.
- Applies procedures for dealing with incidents and emergency events as required.

## 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.

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