

# Role Description

## Principal Policy Officer

**Classification:** ASO7

**Group:** Skills SA

**Position Number:** P45595

**Team:** 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

The Skills SA division has broad responsibility for ensuring the Vocational Education and Training (VET) sector is delivering the training needed for South Australia to prosper. The Policy and Quality Directorate has responsibility for state based strategic skills policy development, direction and advice, and intergovernmental relations on National Skills Policy and Reform. The Principal Policy Officer is responsible for driving the development of strategic policy advice and the initiation, development, and delivery of policy and projects related to national and state reforms.

This is an excellent opportunity for someone wanting to join a passionate, high-performing team, and to further apply and develop their professional expertise in policy development, high level project management, stakeholder engagement, high-level communication skills and experience and knowledge of Vocational Education and Training.

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

1. Drive high-level strategic policy and planning, contributing to the development, implementation and monitoring of policies and projects that support agency, state and national VET objectives.
2. Provide analysis and expert advice to support executive engagement in state and national forums, ensuring alignment with departmental priorities.
3. Shape and coordinate stakeholder engagement to inform and influence the design of innovative policies, programs and funding models aligned to state and national VET reform.
4. Coordinate cross-government working groups to address complex policy issues and deliver strategic responses.
5. Manage urgent and sensitive enquiries from government, industry and the community, and prepare high-quality briefings, Cabinet documents, reports and ministerial responses.
6. Establish strong and trusted relationships with key internal and external stakeholders.
7. Contribute to and ensure 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.
8. Upholds the DSD Customer Service Principles and Service Standards in the provision of high quality, consistent and professional service to our customers through being responsive, knowledgeable, timely and respectful in all interactions.

## The Capabilities You Will Bring (key competencies)

### Essential Technical Experience and Knowledge:

- **Policy development:** Demonstrated expertise in strategic policy, including the development, implementation and evaluation of complex policies aligned to government objectives, supported by strong research, analysis and strategic thinking.
- **Research and analysis:** strong analytical and research skills with an ability evaluate complex information and clearly communicate findings.
- **Stakeholder engagement:** Proven ability to manage complex stakeholder engagement to inform government investment strategies and policy outcomes.
- **Project management:** Experience managing complex, high-profile and multi-faceted projects, including navigating risk, competing pressures and tight timeframes.

### Personal Skills:

- **Communication:** Highly developed interpersonal, written and verbal communication skills, with the ability to clearly convey complex and sensitive issues, including through papers, ministerial briefings, and Cabinet submissions.
- **Decision making:** Highly developed ability to exercise initiative and sound judgement, manage competing priorities, and deliver high-quality outcomes under limited supervision in fast-paced, high-volume environments.
- **Teamwork:** Proven ability to work collaboratively in multidisciplinary teams, contributing to shared objectives, supporting colleagues and fostering a positive, high-performing team environment.

### Qualifications:

- **Essential:** a tertiary qualification in a field relevant to the position, and/or substantial relevant professional experience.
- **Desirable:** Nil

### Reporting / Working Relationships

- **Reports to:** Manager, National Policy
- **Direct Reports:** Nil.
- **Works with:**
  - Department executives and other senior staff of the Department.
  - Liaison with a broad range of senior personnel in other government agencies (state and national) and people from special interest groups.
  - Represent the Directorate in governance groups and forums.
  - May represent the agency in cross government, stakeholder and community forums.
  - Expected to provide leadership, mentoring and advice to others in the team.

### 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 applicants will be required to demonstrate they have undergone appropriate assessment prior to being employed
  - National Police Check (NPC)
  - General Employment Probity Check (DHS)

## OFFICIAL

Working with Children Check (DHS)

Baseline Vetting

Negative Vetting 1