

# Role Description

## Senior Performance and Governance Officer

Classification: AS07

Group: Portfolio Delivery

Position Number: M25607

Team: Commercial and Governance

### 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://statedevelopment.sa.gov.au)

### About The Role

The Commercial and Governance Team provides advice relating to governance, general compliance and administrative policy matters, coordinates legal advice from Crown Solicitors office, provides general commercial advice on contracts and delivers the Department's risk management, performance reporting, and Enterprise Planning functions.

The Senior Performance and Governance Officer provides specialist advice and support to strengthen organisational, planning, performance and governance capability and practices.

The role leads the coordination and continuous improvement of performance reporting, governance frameworks and strategic planning processes to support effective decision making and delivery of organisational priorities.

Working closely with senior leaders and stakeholders, the role contributes to the development and implementation of performance management frameworks, governance policies and reporting mechanisms that ensure transparency, compliance and alignment with strategic objectives.

The Senior Performance and Governance Officer operates with a high level of autonomy and professional judgement, providing expert advice, leading the implementation of governance and performance projects and promoting a culture of continuous improvement and best practice across the organisation.

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

1. Provide high-level, expert advice to Leadership and senior stakeholders regarding strategy, organisational planning, performance management and governance matters.
2. Lead the development, implementation, coordination and continuous improvement of consistent, best-practice organisational planning, performance, and governance frameworks across the Department, ensuring alignment with strategic priorities and whole-of-government requirements.

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3. Lead the coordination and delivery of high-quality strategic and operational performance reporting, including the Chief Executive Performance Agreement, Annual Report, Agency Statement and regular internal performance reporting, ensuring accuracy, timeliness and compliance with legislative and policy requirements.
4. Undertake major reviews of Departmental governance, compliance, systems and processes, identifying risks, opportunities and reform initiatives that strengthen enterprise governance and support broader Public Sector objectives.
5. Lead and contribute to complex and/or strategic projects within the team or across DSD, as required.
6. Drive continuous improvement by identifying, recommending and implementing enhancements to systems, processes and reporting practices to improve organisational performance, transparency and efficiency.
7. Provide operational leadership and professional guidance to staff, fostering a culture of collaboration, accountability and best-practice performance and governance capability across the Department.
8. Actively contribute to broader departmental governance, compliance and assurance activities, working collaboratively across the Department to strengthen enterprise-wide governance maturity.
9. 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.
10. Demonstrates and 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:

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- Sound understanding of the principles of organisational Governance, strategic planning, performance and compliance.
- Demonstrated experience in leading or significantly contributing to the development, implementation and continuous improvement of organisational planning, performance, and governance frameworks, policies, procedures and systems.
- Proven ability to exercise high levels of professional judgement and autonomy in providing timely, accurate and high quality, evidence based advice on complex and high impact matters to senior leaders, executives or governance bodies.
- Demonstrated experience in producing high quality written products, such as: Complex reports, detailed advice to executives and leaders, briefing papers (Executive, Chief Executive and Minister), cabinet submissions and discussion papers and proposals.

#### Personal Skills:

- Demonstrated ability to think strategically and apply sound analytical skills to complex organisational, performance and governance issues, including identifying risks, interdependencies and opportunities.
- Proven ability to communicate, liaise, consult and negotiate in a highly effective, flexible and influential manner, including managing conflict with tact and diplomacy, and developing complex technical and strategic documents and reports for a range of stakeholders.
- Proven ability to operate autonomously, determine goals and priorities, exercise a high level of judgement, make effective decisions, and operate under broad direction.

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- Demonstrated ability to recognise and deal discreetly with confidential matters, demonstrate integrity and apply diplomatic skills to sensitive and high-level personnel and management issues that impact across the agency.
- Exceptional customer service capability, initiative, and ability to connect business areas with solutions to complex problems.

### Qualifications:

- Essential: Nil.
- Desirable: Relevant tertiary qualifications or equivalent relevant professional experience in business, public policy or administration, governance or law.

### Reporting / Working Relationships

- Reports to: Manager, Projects, Performance and Governance
- Direct Reports: Nil
- Works with:
  - Staff, Senior Management, Directors, Executive Director to provide advice and support.
  - Key internal stakeholders across the department, Ministers Office and across government, including representing the Department on cross-agency collaborative programs/projects.
  - External stakeholders (where relevant).

### 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)
  - Working with Children Check (DHS)
  - Baseline Vetting
  - Negative Vetting 1

## 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:

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