



Role Description

Principal Project Officer

Unit: Policy and Evaluation

CHRIS Position Number: P43581

Classification Level: ASO7

Reports to (Title): Manager Policy Reform

Our Organisation

Green Industries SA (GISA) is an enabler and driver of change, supporting development of the circular economy through diverse collaborations and partnerships which improve economic growth, productivity, resilience, resource efficiency and the environment in South Australia.

The role of the Agency is to:

- Keep South Australia at the forefront of green innovation in waste management, resource recovery and the circular economy
- Increase economic growth for South Australia by reducing waste and pollution, improving business practices and efficiencies and building South Australia's competitive edge and resilience
- Build the State's capability and resilience in the area of disaster waste management

GISA seeks to transform the way in which South Australians use and value resources using a zero waste model to innovate, adapt and lead. The agency assists business to implement sustainable resource efficiency measures and increase productivity; provides funding for innovations which create new jobs in the circular economy for solutions to growing problematic waste streams; and undertakes leading-edge work in the areas of disaster waste management, circular economy leadership education and waste infrastructure planning.

About the Unit

The Policy and Evaluation Unit is responsible for leading and managing the development of policy, strategies, legislation, programs, information and advice that support South Australia's transition to a circular economy and enhance South Australia's economic development and sustainability. This includes responsibility for ensuring effective engagement with staff, other government agencies at Commonwealth, State and Local levels, Ministerial Offices and the Board of Green Industries SA and industry. The unit is also responsible for the development and management of South Australia's waste strategy and strategies for food waste, waste infrastructure, alongside management of agency data systems, data capture, analytics and reporting, market development and specific policy and focus areas identified in the Agency business plan such as single-use plastics, organics and packaging. The unit has oversight of national waste policy and related activities.

About the Role

The Principal Project Officer will manage the development, implementation and monitoring of strategies, systems and programs aligned to agency priority areas in South Australia's waste strategy such as supporting the plastics and packaging actions and achieving the objectives of South Australia's *Single-use and Other Plastic Products (Waste Avoidance) Act 2020* (SUP Act) and associated Regulations.

The role is also responsible for representing the agency in across government initiatives, leading the reporting and coordination of data inputs and briefings in areas such as climate change and the implementation of Net Zero Strategy actions and Climate Ready Government reporting.

With the support of project officers in the Policy Reform team, the Officer will provide expert policy and strategic advice to the GISA Executive, Board and the Minister's Office on areas including but not limited to agency Climate Ready Government reporting, packaging and single-use and other plastic products.

A key aspect of the role is developing partnerships and working closely with key internal and external stakeholders to support policy development, recommendations and effective implementation. They will work with a range of Commonwealth and state government agencies, networks, businesses and professional organisations, and contractors.

From time to time the incumbent may be called upon to support other project and program delivery within the Policy and Evaluation Unit and/or GISA's strategic priorities more broadly. The incumbent will be required to undertake emergency management training, as required, and must be willing to participate in emergency preparedness, response and recovery activities required by GISA.

Key Role Outcomes

- Lead and manage the development, implementation and monitoring of policies, strategies, programs and processes that are required to underpin and achieve the objectives of the SUP Act.
- Lead internal data management and coordination of advice, briefings and reporting in relation to delivering agency Climate Ready Government, Net Zero Strategy actions and other climate change and decarbonisation matters of relevance to GISA. This includes participating in relevant across-government working groups to support implementation.
- Collaborative relationships and networks are built and maintained with key external stakeholders to advocate for and seek alignment with South Australia's approach and position regarding single-use and other plastic products and other policy areas. External stakeholders include a range of industry sectors and representative bodies, individual businesses, and local, state and Commonwealth government agencies.
- Liaise and collaborate with relevant GISA and Environment Protection Authority (EPA), personnel to provide input and support to ensure the effective delivery of all aspects of the SUP's initiative, including communications and education and provision of Board and Ministerial advice.
- Lead and manage the development of reporting, drafting instructions for SUP Act amendments or regulations, consultation documents, guidelines and resources and provide expertise on policy options and approaches designed to reduce single-use and other plastic products consistent with GISA's strategic objectives for a circular economy.
- Contractor and consultancy services are engaged and managed to ensure performance meets required procurement and contract management standards, program and project objectives.
- Relevant and accurate advice, information, and data is researched and provided to a wide audience including the Minister's Office, GISA Board and Chief Executive, GISA staff, other government agencies, local government councils and the South Australian community.

Key Relationships

- Manager Policy Reform
- Policy and Evaluation Unit staff
- Chief Executive, Green Industries SA
- Green Industries SA Executive and staff
- Green Industries SA Board
- Minister for Climate, Environment and Water and the Minister's Office
- Personnel at local government, state and national levels from across various agencies, industry sectors, professional organisations, businesses, contractors and consultants and NGO's, including relevant working groups, steering groups and committees.

Special Conditions

- Capacity to work on occasion from a fully equipped home office or workstation.
- Occasional out of hours work may be required.
- Intrastate and interstate travel, including overnight absences may be required.
- A current National Police Certificate is essential.

Core Competencies	Element	Behavioural Indicator
Shapes Strategic Thinking and Change	Creating Vision and Direction	<ul style="list-style-type: none"> • Ensures own work is aligned with the Agency's strategic priorities.
	Motivating Others	<ul style="list-style-type: none"> • Seeks to understand the motivations of individuals and uses this knowledge to facilitate the achievement of objectives.
	Thinking and Acting Strategically	<ul style="list-style-type: none"> • Makes strategic judgements and presents options based on implications of analytical thinking.
	Leading and Influencing Change	<ul style="list-style-type: none"> • Recognises the likely implications of change upon various stakeholders and is adept at working through these in a consultative way.

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Achieves Results	Delivering Effective Outcomes	<ul style="list-style-type: none"> • Sets priorities for self and manages workflow in order to achieve outcomes on time.
	Assuming Accountability	<ul style="list-style-type: none"> • Establishes own credibility by demonstrating competence, sound judgement, knowledge and professionalism.
	Making Decisions	<ul style="list-style-type: none"> • Evaluates impact and consequences of taking a particular course of action, taking into account stakeholder concerns as well as the impact across the Agency. • Ensures decisions taken abide by relevant legislation, regulations and policies.
Drives Business Excellence	Optimising Performance	<ul style="list-style-type: none"> • Identifies areas of work that may no longer be required and can 'let go' whilst managing stakeholder expectations.
	Facilitating Quality and Continuous Improvement	<ul style="list-style-type: none"> • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these.
	Promoting Customer Service	<ul style="list-style-type: none"> • Works constructively with diverse people, to deliver high quality and responsive services and demonstrates flexibility in service delivery as appropriate.
	Directing Resources	<ul style="list-style-type: none"> • Reviews work progress and facilitates revision of priorities as required.
	Influencing and Negotiating	<ul style="list-style-type: none"> • Uses business and subject matter knowledge to influence engagement in outcomes.
Forges Relationships and Engages Others	Using Political Savvy	<ul style="list-style-type: none"> • Gains understanding of and effectively navigates through organisational decision making processes to achieve outcomes.
	Establishing and Maintaining Networks	<ul style="list-style-type: none"> • Builds collaborative relationships based on an understanding of stakeholder priorities/objectives.
	Communicating and Managing Conflict	<ul style="list-style-type: none"> • Respects others' views and incorporates these into communication and decision making.
	Modelling Public Sector Values	<ul style="list-style-type: none"> • Consistently behaves in an ethical and professional manner aligned with the Public Sector values and Code of Ethics, even in difficult situations.
Exemplifies Personal Drive and Professionalism	Displaying Flexibility and Resilience	<ul style="list-style-type: none"> • Engages positively with ambiguous situations and demonstrates flexibility in thinking.
	Integrating Diversity in the Workplace	<ul style="list-style-type: none"> • Seeks to strengthen decision making by incorporating different views into service delivery and programs.
	Demonstrating Commitment to Learning and Development	<ul style="list-style-type: none"> • Reflects on own work practices and participates in a range of informal and formal learning opportunities.

Technical, Professional/Knowledge and Experience (including qualifications)

Essential

- Proven experience in planning, developing and administering significant multifaceted projects involving both legislative and not legislative tasks to achieve successful outcomes, including budget development, contract management, risk assessment, change control, program performance assessment and reporting, project evaluation and review.
- Proven experience in the preparation and timely delivery of high-quality complex reports, submissions, briefing notes and correspondence. This will be guided by ability to use lateral and creative thinking and exercise sound judgement to make decisions and solve problems, and deal with competing pressures.

- Proven high level interpersonal, written and verbal communication skills to consult and liaise collaboratively and respond effectively to the requirements of a broad range of project stakeholders and analyse conflict and successfully negotiate on complex and sensitive issues.
- Strong understanding of South Australian Government climate change targets and requirements for agencies to implement the Climate Ready Government initiatives and South Australia's Net Zero Strategy actions.
- Familiarity with the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020* and *Green Industries SA Act 2004*.
- Demonstrated experience in procurement of services including contract management and administration processes within the public sector.
- Proven high level ability to work both independently as well as collaboratively in a team under broad direction only, and exercise significant levels of independent, professional judgement, drive and initiative.

Desirable

- Proven experience in managing consultation processes and consideration of impacts, preparing drafting instructions for new or amended legislation, and managing and monitoring implementation.
- Experience with emissions reporting or climate change reporting frameworks.
- Knowledge and understanding of state, national and international approaches, and emerging directions, in relation to policy and other approaches aimed reducing the impacts of single-use and other problematic and unnecessary plastic products
- Tertiary qualifications in Circular Economy, Sustainability, Environmental studies or equivalent experience.

Work Health and Safety

- Accepts responsibility for own and other's safety.
- Identifies and reports hazards and incidents.
- Understands and applies safe work practices

Corporate Responsibilities

- Implement and maintain security in line with whole of government and agency policies.
- Actively participate in the Agency's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, Work Health, Safety and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Demonstrate a commitment to creating and maintaining a fair, inclusive and diverse working environment that values and utilises the contribution of all.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- GISA is committed to reducing its energy usage and contributing to the SA Government's greenhouse gas emission and waste reduction targets.