



## JOB AND PERSON SPECIFICATION

<b>Title of Position: Senior Advisor, Closing the Gap</b>	<b>CORRECTIONAL SERVICES</b>
<b>Classification: ASO6</b>	<b>Position No:</b>
<b>Location: Central Office</b>	<b>Division: Aboriginal Services Directorate</b>
<b>Reports To: Manager, Aboriginal Strategy, Policy &amp; Government</b>	

### JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

### JOB SPECIFICATION

#### KEY PURPOSE OF THE POSITION

The Senior Advisor, Closing the Gap reports to the Manager, Aboriginal Strategy, Policy and Government Relations located within the Aboriginal Services Directorate (ASD) and is responsible for the contribution to the effective reporting functions of the Department for Correctional Services (DCS) strategic priorities and State Governments commitment to Closing the Gap. The role is responsible for:

- Coordinating, developing, researching and implementing projects to support the work of the Aboriginal Services Directorate and Department.
- Presenting reporting obligations relating to the State Governments commitment to Closing the Gap; DCS Aboriginal Strategic Framework and Action Plans, DCS Reconciliation Action Plan and other government Strategic plans or objectives that arise.
- Contributing to the initiating, delivering, monitoring and reviewing of policies and change projects for the Department.
- Coordinating, developing, and implementing research and projects to support the work of the ASD and DCS.
- Contributing to the development and implementation of departmental strategic priorities and policy through researching and analysing of data, literature and international and other jurisdictional policy and practice and, the development of trends and issues.
- Providing advice, preparing reports, briefs as well as other correspondence to the Aboriginal Affairs Executive Committee (AAEC) and other stakeholders.

#### KEY STAKEHOLDER INTERACTION

The Senior Advisor, Closing the Gap is required to provide advice, work collaboratively with and responsible for developing, maintaining relationships to:

- Manager, Aboriginal Strategy, Policy & Government Relations.
- Aboriginal Services Directorate
- Internal and external stakeholders including the Aboriginal community, state government departments, non-government agencies, educational and training institutions.
- Required to work collaboratively with a range of stakeholders engaged in service, program, and project design and delivery.

#### BRANCH PROFILE

The Aboriginal Services Directorate (ASD) is an integral part of the Department for Correctional Services.

The ASD advocates for greater recognition to cultural issues affecting Aboriginal offenders, their families and the broader Aboriginal community as recommend by the Royal Commission into Aboriginal Deaths in Custody. ASD provide advocacy and advice on cultural appropriate supervision of Aboriginal offenders in the community. ASD guide the development and delivery of culturally appropriate programs and services to Aboriginal prisoners and offenders to assist in their rehabilitation and reduce the rate of recidivism. ASD also maintain membership of all departmental working groups, guiding the development of appropriate policies and strategies to affect positive systemic change and assisting Aboriginal prisoners and offenders to develop appropriate skills to positively re-integrate into the community and contribute to its wellbeing.

Several positions currently located in the Aboriginal Services Directorate include responsibilities relating to administration, program delivery, community liaison, prisoner/offender support, prisoner family advocacy, staff recruitment and retention, staff training and support, policy and planning, reporting and management.

### **SPECIAL CONDITIONS**

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check;
- A current South Australian Driver's Licence is essential;
- A flexible approach to working hours is required;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

### **HIGHLIGHTED EMPLOYMENT CONDITIONS**

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

### **KEY AREAS OF ACCOUNTABILITY**

**Contribute to the effective reporting functions of the ASD and DCS strategic priorities and State Governments commitment to Closing the Gap by:**

- Responding to reporting requests in a timely manner and effectively coordinate reporting processes independently.
- Reviewing and customising existing reporting online systems for the effective provision of accurate and precise data collection and information.
- Establishing and maintaining working relationships with a range of internal and external stakeholders including the Aboriginal community, Department for Premier and Cabinet, Attorneys General Department, Aboriginal Affairs and Reconciliation and Reconciliation Australia, non-government agencies and State Government Departments.
- Collaboratively engage with a range of stakeholders connected in services, programs, training institutions and project design and delivery.
- Participating in stakeholder engagement by liaising, referring and following up relevant Departments, agencies, professionals, and individuals to facilitate consultation process.

- Contributing to the State Governments commitment to Closing the Gap, DCS Aboriginal Strategic Framework, Action Plans, DCS Reconciliation Action Plan and other government strategic plans or objectives that arise.
- Contribute to the development and implementation of departmental strategic priorities and policy through research and analysis of data, literature and international and other jurisdictional policy and practice and, the development of trends and issues.
- Provide executive support and prepare reports, briefs as well as other correspondence to the Aboriginal Affairs Executive Committee (AAEC) and other stakeholders.

**Contribute to the development of strategy, policy and procedures to facilitate an increased level of integration and co-ordination between agencies providing services to Aboriginal prisoners and offenders by:**

- Providing expert advice in relation to the delivering, monitoring and reviewing of policies and change projects for the Department.
- Providing cultural advice and feedback on complex policy matters that impact services and programs relating to Aboriginal prisoners and offenders.
- Providing cultural advice on changes required to DCS protocols and procedures to ensure cultural relevance.
- Analysing and reviewing existing policies and processes, and where appropriate, identifying and developing options / strategies for improvement to meet DCS strategic priorities and State Governments commitment to Closing the Gap.

**Utilising project management skills in the initiation, delivery, monitoring and review of policies and project by:**

- Undertaking high level research analysis, advice, coordination, development, and implementation of projects.
- Ensuring policy project resources are effectively engaged, managed and co-ordinated to achieve policy / project outcomes within established timeframes and budget.
- Developing, implementing, and undertaking projects in consultation with key stakeholders relating to South Australian Government's commitment to Closing the Gap including the monitoring of project plans and related documentation in supporting high-quality policy / project outcomes.
- Identifying trends, issues, and options as they arise for consideration by Executive, Senior Managers, internal and external agencies.

**Ensure that necessary communications and consultation with staff and stakeholders is undertaken by:**

- Leading, monitoring and reviewing the Closing the Gap initiatives and evaluating effectiveness of outcomes including recommendations for improvement or changes to business processes, practices, or policy.
- Preparing and coordinating reports, communication, and recommendations to internal and external stakeholders.
- Utilising effective consultation skills to regularly interact and consult with stakeholders, ensuring the detailed administration of Closing the Gap projects is facilitated and documented.
- Establishing and maintaining effective working relationships and collaborative partnerships with a range of internal and external stakeholders and respond to request and provide advice in a timely manner.

**Contribute to the development of policy, structures, and procedures to facilitate an increased level of integration and co-ordination between agencies providing services to clients by:**

- Providing high level advice and feedback on complex policy matters that impact services and programs relating to Aboriginal prisoners and offenders.
- Adhering to protocols and procedures developed by Custodial and Community Corrections Services while delivering services in a cultural context.
- Providing high-level advice on changes required to protocols and procedures of the project, to ensure cultural relevance.
- Providing feedback as appropriate on issues and resource requirements for Aboriginal prisoners and offenders as they emerge.

**Ensure a safe, supportive and empowered work environment for Aboriginal staff by:**

- Coordinating the scheduling of the Aboriginal Cultural Awareness Program and other Aboriginal Cultural Immersion activities across DCS to increase Aboriginal cultural understanding and knowledge relating to staff roles when working with Aboriginal prisoners and offenders.
- Supporting the Learning Academy in the planning, implementation and evaluation of the induction and orientation of new Aboriginal staff throughout the department.

**Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.****Responsible for early notification and reporting of workplace hazards, incidents and injuries.****QUALIFICATIONS**

Essential: Nil

Desirable: Tertiary qualifications in Adult Education, Social Work, Human Services or Anthropology to a standard approved by the Chief Executive.

**PERSONAL CRITERIA****Essential Criteria**

- Demonstrated high level conceptual and research skills, including the ability to analyse and interpret data, information, and current / emerging trends, and provide strategic advice on policy development.
- Demonstrated interpersonal and relationship management skill including the ability to collaboratively work with internal and external stakeholders.
- Proven experience to communicate and work with Aboriginal people and communities in a way which displays empathy and cultural sensitivity and an ability to listen attentively.
- Proven experience to communicate effectively in a clear and succinct manner both orally, and in writing to all levels of the department, across state government and to stakeholders.
- Demonstrated experience in working independently under broad direction in leading the timely planning, development, and management of complex policy projects using sound project management methodology.
- Demonstrated skills and experience in undertaking high quality research, project management, risk assessment, to identify and analyse problems to develop and implement appropriate solutions.
- Proven experience in analysis and recommendations and in the form of written reports and other departmental correspondence to a range of stakeholders including DCS Executive on State Governments commitment to Closing the Gap.
- Demonstrated competency in the use of basic Microsoft Office software including Word, Excel, PowerPoint and related collaboration platforms such as O365/SharePoint.

**Desirable Criteria**

- Knowledge of Aboriginal history and culture, together with an understanding of the issues facing Aboriginal people in the workforce.
- Knowledge of the issues faced by Aboriginal offenders and the Aboriginal community within the context of the Criminal Justice System.
- Experience working in human service organisations.
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.