

Role Description

(Non-Manager)



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

Role Title: Environmental Information Management Coordinator

Division: Biodiversity & Nature Economy Division

Classification Level: ASO7

Branch/Unit: Biodiversity Science, Coasts & Information Branch / Geospatial Environmental Data & Information Unit

CHRIS Position Number: P53976

Reports to (Title): Principal Advisor, Environmental Data Strategy & Coordination

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

About the Role

The Environmental Information Management Coordinator is responsible for the strategic planning, delivery and evaluation of programs and projects related to DEW's significant environmental data assets. The role provides expert environmental information management advice and develops strategic, clear and user-friendly environmental information frameworks for DEW.

The role provides expert contribution to the agency by understanding, prioritising and effectively applying information management principals to DEW's significant environmental assets as they relate to the foundational activities, business functions and regulatory obligations of DEW. The role initiates, plans and facilitates the fit for purpose delivery of significant environmental data and information products directly related to DEW business.

The role acts as a key point of contact for other DEW business units and regions who are delivering value-added environmental products and provides project management and information management coordination for the information related product work of DEW. The role also provides expert advice and assistance in relation to branch and DEW business related to environmental data streams, modelling, analyses and products.

Key Role Outcomes

- DEW information management related programs and projects are strategically planned, delivered and evaluated and DEW's significant environmental data assets are documented and prioritised to inform the agency's foundational, functional and regulatory business activities.
- Strategic, clear and user-friendly information frameworks are developed and significant environmental data and information products, required to support DEW information management programs, are documented and effectively governed to adopted standards and expected delivery outcomes.
- Stakeholder engagement and communication plans are initiated, delivered and monitored to ensure DEW stakeholders and partners, including key information managers and officers, are engaged for the provision of fit for purpose environmental data assets, information products and applications.

- A key point of contact service is provided to DEW business units and regions in the delivery of value-added environmental information products.
 - Governance programs, practices and processes are developed, implemented and evaluated to ensure that data and information products support analytical workflows for DEW business functions and the digital transformation of DEW's business.
 - Complex environmental analysis and information products are developed and delivered, and expert advice is delivered to the branch and its partners in relation to environmental data streams, modelling, analyses and products.
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Essential Criteria (including qualifications)

- Significant experience in strategically planning, delivering and evaluating information management related programs and projects, including spatial information related data management and delivery.
 - Significant experience in the development of strategic, clear and user-friendly knowledge frameworks and the provision of expert advice to business stakeholders in relation to complex environmental analysis, information products and related technical principles and systems.
 - Comprehensive knowledge of contemporary information and records management concepts, principles, techniques, systems and trends, including information security and classification, and detailed knowledge of related government policy and agency procedures.
 - Detailed knowledge of the SA Cyber Security Framework [SACSF] information classifications and experience in their implementation.
 - Significant knowledge of program and project management and governance within a government context and detailed knowledge of the SA Open Data Frameworks and its principals, responsibilities, and implementation.
 - Demonstrated ability to work under broad direction and exercise a significant delegated authority to determine priorities and methodologies, identify performance outcomes, manage conflicting priorities and ensure that the required standards of service and quality are met within tight timeframes.
 - Proven ability to interpret and apply legislation, including the Records Management frameworks and State Records Acts and other legislation and standards related to environmental management.
 - Demonstrated ability to identify, research and analyse complex problems, identify and mitigate risks, and formulate appropriate solutions to deliver the best outcomes for business, data users and key biodiversity stakeholders.
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Desirable Criteria

- A relevant tertiary qualification, with emphasis on knowledge management or environmental analysis.
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Key Relationships/Interactions

- Reports to the Principal Advisor, Environmental Data Strategy & Coordination.

- Works as part of the Geospatial, Environmental Data and Information Team.
- Works collaboratively with the Directors, senior managers and staff in the BSCI branch and ICT.
- Works closely BioData SA project team, including senior managers and staff of DEW.
- Liaises with a variety of external organisations, including the Portfolio and cluster partner agencies, and other organisations/groups.

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.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Clear Vision and Direction • Thinking and Acting Strategically 	<ul style="list-style-type: none"> • Empowers others to take initiative and to provide suggestions for ways of doing work more effectively or efficiently. • Ensures own work is aligned with the Agency's strategic priorities • Makes strategic judgements and presents options based on implications of analytical thinking. • Flags potential options for dealing with issues and implications.
Achieves Results	<ul style="list-style-type: none"> • Delivering effective outcomes • Assuming Accountability 	<ul style="list-style-type: none"> • Deals assertively in overcoming barriers to action • Sets priorities for self and proactively manages workflow to ensure that deadlines and set timeframes are met. • Establishes own credibility by demonstrating competence, sound judgement, knowledge, and professionalism
Drives Business Excellence	<ul style="list-style-type: none"> • Optimising performance • Facilitating Quality and Continuous Improvement 	<ul style="list-style-type: none"> • Identifies areas of work that may no longer be required and can 'let go' whilst managing customer expectations • Benchmarks current services against 'best practice'. • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Communicating & Managing Conflict 	<ul style="list-style-type: none"> • Appreciates differences in opinion and shows consideration and diplomacy in responding

	<ul style="list-style-type: none"> • Influencing and Negotiating 	<ul style="list-style-type: none"> • Respects others' views and incorporates these into communication and decision making • Understands wider business objectives and integrates these into recommendations to gain greater buy in and commitment from others • Uses business and subject matter knowledge to influence engagement in outcomes
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • 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.

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 EEO, 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.

Date Delegate approved original classification:	08/11/2023	Original Class method:	Comparison
Updated:	RD Update only	Date this version approved by delegate:	15/04/2026