



## JOB AND PERSON SPECIFICATION

**Title of Position:** Senior Advisor, Government and  
Jurisdictional Affairs  
**Classification:** ASO6  
**Location:** Central Office

**CORRECTIONAL SERVICES**

**Position No:**  
**Division:** Office of the Chief  
Executive

**Reports To:** Manager, Government and Jurisdictional Affairs

### JOB AND PERSON SPECIFICATION APPROVAL

  
..... 23.09.2024  
Chief Executive or Delegate

### JOB SPECIFICATION

#### KEY PURPOSE OF THE POSITION

The Senior Advisor reports to the Manager, Government and Jurisdictional Affairs (GJA) and is responsible for the provision of an advisory service in relation to issues affecting the Department for Correctional Services (DCS).

#### KEY STAKEHOLDER INTERACTION

The Senior Advisor reports to the Manager, GJA and has significant interaction with, and provides advice to:

- The Office of the Minister for Correctional Services
- DCS Executive, Senior Managers and staff
- Other justice agencies
- Australian and International Corrections and Justice Liaison
- External stakeholders including the Attorney-General's Department.

#### BRANCH PROFILE

GJA provides high level advice and support to the Chief Executive, the Minister's Office and key stakeholders with respect to Government business, legislative services and the business of the Parliament. GJA also coordinates interstate and international corrections liaison to enable the Department, the Minister and the Government to be active global partners in correctional practice exchange in the pursuit of best practice, innovation and reform. GJA sits within the Office of the Chief Executive. The Office of the Chief Executive provides executive and administrative support to the Chief Executive, DCS.

#### SPECIAL CONDITIONS

- Section 47 of the *Public Sector Act 2009* applies in accordance 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*, *Equal Employment Opportunity Act*, the *Workers Rehabilitation & Compensation Act* and various relevant industrial awards and enterprise agreements.

- General public sector principles/practices including the SA Public Sector Code of Ethics and DCS Human Resource policies/guidelines including personnel management standards, employee conduct standards and DCS Employee Code of Conduct and DCS values system.
- Work health and safety and injury management requirements as set out in Departmental policies and procedures, including complying with any reasonable instruction associated with these documents.
- 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.
- Section 77Q, Section 77R and Section 77S of the *Correctional Services Act, 1982*.

**KEY AREAS OF ACCOUNTABILITY****The Senior Advisor, GJA will:**

- Coordinate the preparation of, and review of, Cabinet Submissions and Cabinet Notes.
- Work collaboratively with the Department's Data Analytics and Finance teams, conducting high-level legislative research for the Chief Executive to consider proposed legislative amendments impacts (including consideration of modelling and finance information).
- Research and retrieve legislation, decisions of courts and tribunals and undertake other research and legislative project work as required.
- Ensure the efficient review of relevant items in the Cabinet Electronic database system including Cabinet Agenda's and Decision sets.
- Monitor the passage of legislation relevant to DCS, including Election Commitments and maintaining the GJA Legislation tracker.
- Review and agency distribution of Parliamentary Hansard including identification of matters of relevance to the Correctional Services portfolio.
- Provide high level advice to the Manager, GJA, DCS Executive, Departmental staff and key external stakeholders in relation to various Parliamentary and Cabinet matters.
- Lead the preparation of the Department's examination before the Estimates Committee including the coordination and drafting of papers, evaluation of detail contained in Agency Statements and Budget papers and highlighting areas of risk or importance.
- Prepare Ministerial correspondence, briefings, Estimates papers and Parliamentary Briefing Notes with a high degree of independence and quality, and in accordance with required processes, standards and timelines.
- Contribute to the efficient and effective operations of the GJA unit by providing high level support to the Manager GJA and Senior Legislative Advisor.
- Develop and maintain collaborative relationships with key Departmental staff and external stakeholders.
- Assisting the Manager GJA undertake varied tasks relating to the fostering of interstate and international information exchange and collaboration, including management of jurisdictional scans and preparation of documents for relevant conferences and Working Groups.
- 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: Completed qualifications in Legal Studies, Criminal Justice or similar.

Desirable: A degree or post graduate qualification in law.

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

- Demonstrated ability to interpret relevant legislation and an understanding of legal principles that underpin the administration of legislation.
- Previous experience with, and knowledge of the Parliamentary process, conducting legislative research and the preparation and analysis of legislative amendments.

- Excellent verbal communication, including the ability to provide suitable advice to all levels of staff and external stakeholders and the ability to accurately represent relevant legislative and portfolio-specific issues through attendance and membership of high-level forums.
- Proven ability to work autonomously, with limited direction, within a small team that works in a high-pressure environment requiring quality outcomes.
- Highly developed written skills, in particular reporting and editing skills for the preparation of various documents including briefings and correspondence, Parliamentary Briefing Notes and Estimates briefings, discussion papers, Cabinet Submissions and reports on a range of issues.
- Demonstrated ability to recognise and appropriately handle sensitive and confidential information.

**Desirable Criteria**

- Sound knowledge of the Department's strategic direction.
- General knowledge of personnel management principles under the *Public Sector Act 2009*, *Work Health & Safety Act 2012*, and the *Equal Opportunity Act 1984*.
- General knowledge of DCS organisational structure and the South Australian Justice system.
- Significant awareness of the political sensitivities of the Correctional Services portfolio.
- Sound knowledge of the Criminal Justice System and the role of Correctional Services in South Australia and other jurisdictions.