

# Role description

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## General information

<b>Title:</b>	Principal Corporate Services Lead			<b>Classification:</b>	ASO7
<b>Division:</b>	Corporate Services	<b>Branch:</b>	Corporate Services Directorate	<b>Business unit:</b>	Corporate Services
<b>Type of appointment:</b>	Ongoing	<b>Hours of duty:</b>	37.5 hours per week	<b>Location</b> :	PIRSA Head Office, Adelaide CBD

## About us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

## Purpose

The Principal Corporate Services Lead is part of Directorate within the Corporate Services Division, providing strategic coordination, expert advice and oversight across key business and service delivery functions to support the achievement of divisional, PIRSA's objectives and whole of government priorities.

The Principal Corporate Services Lead operates with a high degree of autonomy to manage the development and implementation of key business and service delivery strategies through the provision of strategic advice, project, and policy support, and managing communications to support the achievement of the Division's objectives. The role provides high-level advice, including working in collaboration with the functional managers to ensure PIRSA's corporate operations are compliant with legislation, government standards and departmental policies.

The role leads the development, implementation and continuous improvement of Corporate Services Frameworks that facilitates and drives efficiency, consistency, and high-quality client-focused service delivery. The incumbent will provide analysis, advice and support to Corporate Services managers and functional leads in business process mapping to identify opportunities for improvement and value creation. The Principal Corporate Services Lead contributes to the development, implementation, and monitoring of business support plans and improvement strategies in alignment with the priorities of the Corporate Services Division, PIRSA and SA Government Strategic Plans.

## Key accountabilities

- Lead and coordinate the strategic and operational delivery of a diverse range of corporate, governance and business support functions, ensuring PIRSA receives high-quality, timely and compliant services that meet legislative, policy and whole-of-government requirements.
- Provide strategic oversight and coordination of complex high-value contract management activities, including management of allocated contracts and review of the contract register to support timely, compliant and effective contract planning and delivery.
- Provide leadership to the Directorate team, fostering a high-performing, collaborative and service-oriented culture, building capability, and ensuring the delivery of high-
- Provide strategic oversight and coordination of complex high-value contract management activities, including management of allocated contracts and review of the contract register to support timely, compliant and effective contract planning and delivery.
- Contribute professional and technical expertise to the development and implementation of business strategy and prioritise organisational requirements relating to key corporate services reform initiatives.
- Lead the implementation of the Corporate Services Service Charter and Divisional Plans, including the development, monitoring and reporting of performance against key performance indicators, service standards and improvement actions.

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<p>quality responsive services.</p> <ul style="list-style-type: none"> <li>• Provide oversight and review of the divisional budget and exercise delegated authority to monitor and approve operational expenditure within delegations.</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate, lead and coordinate cross-functional projects and initiatives, working collaboratively with internal and external stakeholders to deliver agreed outcomes, manage competing and related activities, and support organisational priorities.</li> </ul>
<h2>Key deliverables / results</h2>	
<ul style="list-style-type: none"> <li>• Project manage change initiatives relevant to functional operating models and processes to ensure change processes can proceed smoothly and to mitigate potential issues and concerns.</li> <li>• Develop and manage effective relationships with key internal and external stakeholders to ensure efficient and effective future strategic planning</li> </ul>	<ul style="list-style-type: none"> <li>• Develop standardised procedures and services in a rapidly evolving Division.</li> <li>• Improve quality, control, effectiveness, and efficiency of cross-Operations management reporting, KPIs, operational expenditure oversight, process and procedures and decision-related documentation and information retention.</li> </ul>
<h2>Relationships</h2>	
<ul style="list-style-type: none"> <li>• Role reports to the Executive Director, Corporate Services.</li> </ul>	<ul style="list-style-type: none"> <li>• Works with other Corporate Services leaders and managers</li> <li>• Close relationships with other PIRSA Divisions, other government departments and key stakeholders.</li> </ul>
<h2>Requirements</h2>	<h2>Qualifications</h2>
<ul style="list-style-type: none"> <li>• Possession of a current driver's licence and willingness to drive.</li> <li>• Out of hours work and inter / intrastate travel may be required.</li> <li>• Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).</li> <li>• You acknowledge your work, health and safety obligations and our expectations when applying for a role.</li> <li>• The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• An appropriate qualification in business, governance, law, financial management or strategic planning is highly desirable.</li> </ul>

## Capabilities

Capability	Behaviours
<p><b>Professional and Technical Knowledge</b></p> <p>Demonstrates expert knowledge in all facets of business and strategy functions</p>	<ul style="list-style-type: none"> <li>• Demonstrates extensive knowledge of business acumen, public sector governance, and whole-of-government policy frameworks, applying this expertise to complex and sensitive matters with organisational impact</li> <li>• Initiates, develops, and leads strategic policy, governance frameworks, and business processes that set corporate standards and drive continuous improvement across systems, services, and compliance environments.</li> </ul>

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<p>with expert knowledge in specific areas such as strategic planning, continuous improvement, records management, mail and other business support systems and processes. Demonstrated knowledge in freedom of information processes.</p>	<ul style="list-style-type: none"> <li>• Applies high-level expertise in the governance and oversight of business support functions, including PPGS, records management, mail services, and F01, ensuring consistency, compliance, and service-wide integrity.</li> <li>• Leverages digital technologies and information systems to enhance service delivery, decision-making, performance reporting, and information governance outcomes.</li> <li>• Provides authoritative professional and technical advice to senior leaders to inform complex decision-making, manage risk, and support organisational objectives.</li> <li>• Maintains contemporary knowledge of strategic planning, governance, and service delivery methodologies, adapting best practice approaches to evolving organisational and government priorities.</li> </ul>
<p><b>Strategic Focus</b> Maintains clear sense of strategic direction within national, state, and local political contexts; persistently builds and sustains momentum and direction in an environment of ongoing change.</p>	<ul style="list-style-type: none"> <li>• Translates PIRSA's strategic vision into achievable actions by breaking it down into short term strategies.</li> <li>• Ensures own work and the work of Directorate divisional, departmental, and whole-of-government objectives</li> <li>• Holds a wide view of a situation or problem whilst continuing with operational procedures and priorities.</li> <li>• Develops and implements strategic and operational plans that realise long-term organisational goals, embed continuous improvement, and strengthen governance and service performance</li> </ul>
<p><b>People Management</b> Develops workforce plans and manages group resources; fosters a culture that optimises work satisfaction and sustains the capability of people to achieve work outcomes; actively coaches and supports direct reports to achieve agreed outcomes.</p>	<ul style="list-style-type: none"> <li>• Exercises the authority and accountability of the senior leadership role with confidence, integrity, and awareness, modelling professional standards and ethical behaviour.</li> <li>• Delegates authority and responsibility appropriately to empower leaders and staff, build capability, and encourage sound decision-making within clear governance frameworks.</li> <li>• Creates an environment where employees are trusted to determine how best to achieve outcomes, fostering initiative, accountability, and innovation</li> <li>• Actively shares information, insight, and expert advice to strengthen individual and team performance and support organisational learning</li> <li>• Coaches, mentors, and develops leaders and staff to build sustainable capability and succession within the Directorate</li> </ul>
<p><b>Achievement Orientation</b> Sets and communicates expectations, goals, and deadlines effectively; encourages and builds a collective capacity for delivering excellent outcomes within deadlines; tenaciously pursues own 'stretch' goals.</p>	<ul style="list-style-type: none"> <li>• Converts strategic decisions, priorities, and reform imperatives into deliverable programs and actions that achieve measurable outcomes.</li> <li>• Recognises when decisive action is required and responds proactively to progress priorities, resolve issues, and manage emerging risks.</li> <li>• Identifies and addresses systemic barriers to performance, deploying effective strategies to remove impediments and sustain delivery.</li> <li>• Integrate environmental urgency, risk, and change factors into planning and decision-making to ensure resilience and long-term value.</li> <li>• Encourages innovation, creative problem-solving, and constructive challenge to improve outcomes and services.</li> </ul>

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<b>HRMS no.:</b>		<b>ANZCO Code:</b>		<b>Objective ID:</b>	
<b>Delegate approval:</b>	Michelle Griffiths, Executive Director Corporate Services			<b>Date:</b>	13/5/26
<b>Approved and classified by People and Culture:</b>	People and Culture - 13/5/26				