

Position Description

Policy Officer

Why work with us

The Department for Education is building a stronger future by making South Australia’s public education system world-leading.

We have a plan to take the statewide standard of public education in South Australia from good to great, as a great education can change lives.

We are one team, statewide. Everyone in public education works together, united behind our vision because what we're doing today will improve the futures of children in South Australia.

We’re making a difference so South Australia thrives.

Our values

We are part of the South Australian public sector and share the values of:

|  SERVICE |  PROFESSIONALISM |  TRUST |  RESPECT |  COLLABORATION & ENGAGEMENT |  HONESTY & INTEGRITY |  COURAGE & TENACITY |  SUSTAINABILITY |
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| We proudly service the community and the South Australian Government. | We strive for excellence. | We have the confidence in the ability of others. | We value every individual. | We create solutions together. | We act truthfully, consistently, and fairly. | We never give up. | We work to get the best results for current and future generations of South Australians. |

About this role

The Engagement and Wellbeing Directorate provides statewide policy direction, reform and advice regarding the engagement and wellbeing of children and young people in care and education.

The Policy Officer provides leadership, expertise and policy advice based on evidence and best practice around issues related to attendance, behaviour, bullying prevention, drugs and alcohol, mental health and wellbeing, inclusion, volunteering, safeguarding children and trauma informed practice, school retention for children in care and healthy eating. The officer will have a comprehensive understanding of the individual, family and system factors that impact on engagement, learning and wellbeing of children and young people in education settings. This includes knowledge of the relevant policies and procedures within the department, relevant legislation and effective early intervention strategies, practices and programs for children and young people. The subject area may change over time depending on Directorate and project priorities.

The Policy Officer works within a project team to lead the research, analysis, formulation, development,



implementation and evaluation of processes, tools and resources for a range of stakeholders across the Department for Education. Positive and purposeful stakeholder engagement both within and outside the department will be an important aspect of this role and knowledge of interagency services and responses will be required.

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| Position title | Policy Officer |
| Classification | AS07 |
| Division | Support and Inclusion |
| Directorate | Engagement and Wellbeing |
| Location | 31 Flinders Street, Adelaide, with flexible working arrangements available |
| Reports to | Assistant Director, Engagement and Wellbeing |
| Direct reports | Nil |
| Role description date | October 2022 |

What you will do (key outcomes)

1. Lead the formulation, development, implementation and evaluation of communications, resources, tools, training modules, guidelines and procedures relating to Engagement and Wellbeing policies to maximise stakeholder access and the implementation of Engagement and Wellbeing policies across the state.
2. Initiate relationships and work collaboratively with a wide range of internal and external stakeholders, key staff, and partners to support the systematic and equitable implementation of Engagement and Wellbeing policies, strategies, and procedures across the state and to champion the adoption of key strategy implementation.
3. Develop and maintain positive collaborations and partnerships with department staff, agencies, and community groups to facilitate the implementation of Engagement and Wellbeing projects and programs and maintain strategic links with relevant department directorates, government agencies and education systems.
4. Develop, implement, and monitor strategies, plans, resources and approaches that build knowledge of engagement and wellbeing policies and capacity in the Department for Education, education and care services, and associated community stakeholders, to engage all learners in environments which promote wellbeing and improve learning outcomes for all.
5. Research, interpret and evaluate evidence-based information to guide the development of effective tools and resources which build capability across education and care sites, families and communities relating to key areas of engagement and wellbeing, including delivering materials and training where appropriate.
6. Develop and deliver high level documents, reports, briefings, recommendations, and correspondence to inform and support the effective strategic and operational management of the division.

7. Provide expert policy advice, consultancy, and participation, on behalf of the division, to high level committees, working groups and meetings.
8. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with Department for Education policy and procedure and cooperating and complying with reasonable instructions of Department for Education line management and WHS Officers.
9. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **High level communication:** Provide high level and written communication and interpersonal skills including experience in developing collaborative working relationships and communications across a range of stakeholders (children and families, preschools and schools, practitioners, and corporate services) with changing, complex environments and competing demands.
- **Competency:** Demonstrated experience in developing and critically analysing policies and procedures and their application across organisations, particularly in relation to the systemic issues that affect practice change for the benefit of children and young people.
- **Analyse and apply methodologies:** Demonstrated experience in analysing, selecting and applying methodologies that support the wellbeing, safety and education outcomes for children and young people, particularly in relation to priority cohorts.
- **Specialist knowledge:** Demonstrated specialist knowledge of current theoretical frameworks, evidence-based interventions and strategies, trends, issues, and initiatives related to student engagement and wellbeing.
- **Knowledge of policies and procedures:** Sound understanding of policies, procedures, guidelines and legislation relating to student engagement and wellbeing, and services and programs to support educational outcomes for priority student cohorts, including awareness of key government and non-government agencies working in this area.
- **Promote and create a safe and inclusive work environment:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

| Who you will work with (key relationships) | Qualifications |
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| Direct working relationships: <ul style="list-style-type: none"> • Senior Adviser • Policy Officers, Engagement and Wellbeing • Assistant Director Internal working relationships: <ul style="list-style-type: none"> • Working as part of a team with policy and project support officers • Policy and projects staff across Engagement and Wellbeing • Key staff across other the directorates and divisions | Essential: Nil Desirable: An appropriate tertiary qualification in one or more of the following fields: education, public policy, law, psychology, social work, or other relevant behavioural/social science) |

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| • Education and care staff | |
| Corporate responsibilities | Special conditions |
| <p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p> | <p>You may need a current driver's license and be willing to drive</p> <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p> |

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| <p>Assessed by: Tazeen Adnan People and Culture Consultant</p> |  | <p>Approved by: Sophie Takmaki Director, Engagement and Wellbeing</p> |  |
| <p>Date: 28.11.2022</p> | | <p>Date: October 2022</p> | |