

# Role Description

(Manager)



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

**Role Title:** Manager, Coasts

**Division:** Biodiversity and Nature Economy

**Classification Level:** SM1

**Branch/Unit:** Biodiversity Science, Coasts and Information/Coasts Unit

**CHRIS Position Number:** P53482

**Reports to (Title):** Director, Biodiversity Science, Coasts and Information

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

## About the Role

The Manager, Coasts leads and manages a diverse team of policy, planning, scientific, engineering, technical and administrative staff responsible for supporting the Coast Protection Board (CPB), implementing the *Coast Protection Act 1972* (the Act) and delivering the Adelaide Beach Management Program This includes managing Coasts Unit advice to the Department and Minister for Climate, Environment and Water, and the development and implementation of strategic, planning, legislative and business reform projects.

The role also leads engagement with relevant government, environmental and industry sectors to achieve a range of coastal outcomes for the Department and the community.

## Key Role Outcomes

- Governance and statutory obligations under the Act and associated regulations are effectively delivered through strong support to the CPB.
- Leadership is provided to ensure a safe, capable and high-performing team, with employees supported, motivated and accountable for outcomes.
- The Adelaide Beach Management Program is delivered in line with its objectives, informed by high-quality scientific, engineering, operational and engagement advice.
- Effective decision-making and statutory outcomes are achieved through quality, evidence-based advice with alignment of strategy, legislation and business processes to Government and CPB priorities.
- Departmental commitments and responsibilities relating to coastal program delivery are achieved.
- Effective relationships and partnerships are fostered across DEW, other state agencies, Commonwealth Government, Local Government, community partners and stakeholder groups.
- Ensures the effective management of human, financial and physical assets with the unit/team through appropriate planning and allocation of resources to achieve agreed business and strategic plans.
- Lead, develop and foster a positive work culture which is based on SA Public Sector Code of Ethics values and promote customer service, learning and development, safety and welfare of employees, acknowledge differences and encourage creativity and innovation, which is highly responsive to the needs of the business, our partners and external clients.

- Provide timely and constructive feedback to subordinate staff to contribute to their effective performance and motivation and plan for their continued professional and technical development.

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## Essential Criteria (including qualifications)

**[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]**

- Demonstrated experience in effectively leading and managing a team, demonstrating adeptness in decision making, resource allocation, operational program delivery and fostering a collaborative environment to achieve organisational goals.
- Demonstrated experience in interpreting and applying complex scientific outcomes to the delivery of legislative requirements in a complex and changing environment.
- Experience in developing and implementing agreed business and strategic plans and reporting on program outcomes.
- In depth knowledge of the conservation and protection of coastal environments.
- Demonstrated experience in leading and managing teams during times of significant change.
- Assimilates and interprets large amounts of complex information from a number of sources with proven ability to draw out themes, identify gaps and deliver sound recommendations.
- Demonstrated experience in developing relationships, influencing and negotiating successful outcomes with a wide range of stakeholders.
- Significant experience in identifying and implementing regulatory reforms and business improvements.

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## Desirable Criteria

- A degree in environment, biological science, natural resource management or similar is desirable.

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## Direct reports

- Team Leader, Coastal Science and Monitoring (PO4 X 1.0 FTE)
- Team Leader, Coastal Policy and Governance (ASO8 X 1.0 FTE)
- Team Leader, Coastal Planning and Development (PO4 X 1.0 FTE)
- Team Leader, Coastal Operations and Engineering (PO4 X 1.0 FTE)

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## Key Relationships/Interactions

- The Chief Executive and relevant DEW executive staff
- The Chairperson and Members of the Coast Protection Board.
- Leadership teams and staff across DEW, other state agencies, Commonwealth Government and Local Government.
- Key staff in the Crown Solicitors Office and delegated government agencies.
- Peak bodies for coastal protection.

## 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 candidate will be required to provide a valid Nationally Coordinated Criminal History Check (NCCHC), which is required to be renewed every three years. DEW will cover the cost of renewal.
- A current class “C” driver’s licence and willingness and ability to safely operate a 4wd is desirable.
- Inter and intrastate and remote area travel is required, including travel in light aircraft.
- May be required to undertake intra or interstate travel, occasional overnight and weekend absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
<b>Shapes Strategic Thinking and changes</b>	<ul style="list-style-type: none"> <li>• Motivating Others</li> <li>• Leading and Influencing change</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently influences others to achieve objectives, especially in times of change and difficult situations.</li> <li>• Identifies and drives strategic change initiatives.</li> <li>• Recognises the likely implications of change upon various stakeholders and is adept at working through these in a consultative way.</li> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Delivering Effective Outcomes</li> <li>• Assuming Accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates a purpose and persistence in driving for outcomes in programs and projects.</li> <li>• Fully accepts and wisely exercises the accountabilities and delegations of their role.</li> </ul>
<b>Drives Business Excellence</b>	<ul style="list-style-type: none"> <li>• Optimising performance</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures ongoing performance management to provide clarity of role, staff responsibilities and expected standards.</li> <li>• Proactive in building the capability of people by actively supporting learning opportunities and providing regular feedback on performance.</li> </ul>
<b>Forges Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>• Establishing and Maintaining Networks</li> <li>• Using Political Savvy</li> </ul>	<ul style="list-style-type: none"> <li>• Thinks long-term about fostering key relationships and partnerships to optimise outcomes for the Agency.</li> <li>• Is confident, adept and flexible in dealing with a range of diverse internal and external stakeholders.</li> <li>• Is proactive in recognising areas of political sensitivity and risk and taking action towards a mutually beneficial outcome.</li> <li>• Pays attention to working collaboratively with a diverse range of</li> </ul>

		internal and external stakeholders for the benefit of the agency.
<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>• Displaying Flexibility and Resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Adapts quickly and responds positively to the unexpected.</li> </ul>

## Work Health and Safety

### Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

## 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 Equal Employment Opportunity, 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](#).
- As an individual it is your responsibility to actively participate in the Department’s Performance Review and Development Program. As a manager you are required to action the Performance Review and Development Program inclusive of 6 monthly reviews, for all employees for whom you are responsible.
- Recruit appropriately qualified and experienced staff to the unit/team.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Original Date classified:	29/11/2023	Date reviewed:	16/4/2026
Class method/ Ref #:	Full Assessment	Reviewed by HR:	Principal HR Business Partner