

Role Description

Principal Policy Officer

Classification: ASO8

Group: Workforce, Population and Migration

Position Number: P13876

Team: Workforce Capability

About us

The Department of State Development is the South Australian Government's lead economic development agency.









Our mission is to drive sustainable economic growth in South Australia by increasing industrial and workforce capability, capacity, collaboration and resilience. We take pride in hiring the right people for the right jobs and offer an attractive, flexible workplace.

For more information about our agency, please visit:

Department of State Development | statedevelopment.sa.gov.au

Our Core Values

Be part of a high performing, collaborative, agile and innovative organisational culture. Through a network of multi-disciplinary teams, we operate with internal project structures that enable adaptable, flexible, and agile ways of working. This is underpinned by our Core Values of:

 Service We proudly serve the community and Government of South Australia	 Professionalism We strive for excellence	 Trust We have confidence in the ability of others	 Respect We value every individual
 Sustainability We work to get the best results for the current and future generation of South Australia	 Collaboration & Engagement We create solutions together	 Honesty & Integrity We act truthfully, consistently and fairly	 Courage & Tenacity We never give up



About the role

The Workforce, Population and Migration Group helps to build South Australia's workforce through population and migration initiatives, and support industry to attract, build and retain the workforce it requires, including through development and implementation of workforce plans and strategies.

The Workforce Capability team plays a critical role in developing necessary workforce capability to increase productivity, participation and knowledge intensive, value-added activity in SA – aligned to the department's Strategic Directions – and contributing to the State's economic growth.

As Principal Policy Officer, you will lead the development of high-quality policy development, analysis and advice to deliver strategic approaches to building industry, regional and the broader state workforce, and responses to targeted issues or events that affect South Australia's workforce, in line with State Government priorities.

What you will do (results to be achieved)

1. Provide high level, timely and evidenced-based strategic policy advice, including briefings, reports, workforce plans and proposals to guide and inform workforce outcomes for industry, regions and target cohorts.
2. Lead, coordinate and undertake work to support the development of workforce plans and strategies in priority sectors, regions and cohorts.
3. Coordinate cross-agency, cross-government and external stakeholder engagement and input into workforce strategy, plans and projects, including developing collaborative solutions across the Department, State Government and with industry.
4. Research and formulate workforce strategies and solutions to address workforce needs for priority sectors, regions and cohorts, drawing on drawing on industry intelligence, data and best-practice examples.
5. Contribute to the development of workforce interventions, initiatives and projects, including providing research and policy advice to inform program design and monitoring and evaluation.
6. Contribute to and ensure a safe, diverse and healthy work environment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies.
7. Upholds the DSD Customer Service Principles and Service Standards in the provision of high quality, consistent and professional service to our customers through being responsive, knowledgeable, timely and respectful in all interactions.

The capabilities you will bring (key competencies)

Essential Technical Experience and Knowledge:

- Understanding of South Australia's industry growth sectors, workforce challenges, opportunities and priorities.
- High level research, analytical and problem-solving skills, and the ability to convert ideas and advice into action.
- Experience in leading, planning and delivering activities to support strategy and policy development and implementation, particularly in relation to workforce and skills development.
- Strong political acumen and experience in and understanding of government policy development, decision making, management and accountability systems and processes.

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- Experience in confidently working with senior internal and external stakeholders including leading working groups and steering committees, chairing and supporting meetings and ensuring stakeholders remain informed and engaged.

Personal Skills:

- High level written and verbal communication skills with an ability to communicate complex ideas clearly and coherently.
- High level of interpersonal skills to negotiate, liaise and provide advice effectively at senior levels across government and industry sectors, recognising the viewpoints of multiple stakeholders and handling sensitive issues.
- Ability to represent the team or department's views at external and internal forums in a professional manner.
- Ability to use initiative to work successfully under broad directions, manage changing and competing priorities, and critical deadlines – including working effectively under time pressure, and being responsive and flexible to changing work priorities.
- Ability to think strategically, conceptually and creatively to analyse and resolve complex problems.
- Anticipate and assess the impact of changes, such as government policy/economic conditions, to agency priorities, plans and initiatives, and support consideration of responses.
- Ability to work effectively within a multi-disciplinary team, and gather, interrogate and integrate advice from multiple sources.

Qualifications:

- Essential: Nil.
- Desirable: Experience and/or qualifications in a relevant field.

Reporting / Working Relationships

- Reports to: Manager, Workforce Strategy and Policy
- Direct Reports: Nil.
- Works with:
 - Senior executives and leaders across the Department
 - Staff across the Department, other state government, Commonwealth and local government agencies
 - Industry and employer groups, major corporate entities and other businesses and stakeholders

DSD Working Conditions

- Compliance with Government legislation, Code of Ethics for the SA Public Sector, DSD policies and procedures, including ethical / accountable resources and information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Out of hours work may be required.
- Intra state and interstate travel may be required.
- The incumbent may be assigned to another position at this remuneration level or equivalent, including across teams in this Agency.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.

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- The successful applicants will be required to demonstrate they have undergone appropriate assessment prior to being employed
 - National Police Check (NPC)
 - General Employment Probity Check (DHS)
 - Working with Children Check (DHS)
 - Baseline Vetting
 - Negative Vetting 1