

Executive Job and Person Specification

Title of Role:	Director	Remuneration Level:	SAES 1
Business Unit:	Justice Policy and Analytics	Type of Appointment:	Executive
Division:	Policy and Community	Position Number:	P10147
Approved by		Approval Date:	

Primary Purpose

The primary purpose of the Director, Justice Policy and Analytics, is to lead the development and implementation of justice policy, analytics, and legal assistance strategy, grant funding and project priorities. It provides high level strategic policy advice to decision makers and leads data driven analysis of trends and opportunities for policy or system improvements and reform across the justice sector. The role leads multi-disciplinary teams, develops people and efficiently manages resources to achieve these goals.

Job Environment

The Director, Justice Policy and Analytics plays a leadership role both within the Attorney-General's Department, as well as across the justice system and wider government. It builds and maintains effective working relationships to identify reform opportunities and deliver outcomes that align with whole of government, and departmental justice priorities. It works autonomously to set strategic directions and identify and manage risk. The work is conceptually and practically complex and requires the ability to think strategically and work collaboratively to achieve results.

Reporting Relationships

The position reports to Executive Director, Policy and Community.

Three teams report to the position:

- Justice Policy (6.0 FTE)
- Justice Analytics (4 FTE)
- Justice Strategy and Funding (5.0 FTE)

Key Relationships/Interactions

The Director, Justice Policy and Analytics has a close working relationship with:

- The Chief Executive and other executives across the department, the justice sector and government;
- The Attorney-General and the Office of the Attorney-General;
- The Commonwealth Government.

The Director, Justice Policy and Analytics represents the Attorney-General's Department as required on across government and national committees and groups.

Key Challenges

- The Director, Justice Policy and Analytics, does not have direct justice-related front line service delivery responsibilities, so must have the ability to influence change through collaboration and by utilising policy and funding levers.
- Managing and successfully delivering high profile, politically sensitive and sometimes technically complex projects on behalf of multiple stakeholders with often differing views, business needs and competing priorities.
- Developing innovative solutions and exercising sound judgement on complex policy and project issues.



AGD Conditions

- Participation in bi-annual performance review and development;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures; and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

Flexible Working Arrangement Options

- Part-time working arrangements are available in this role.
- Job sharing arrangements are available in this role.
- Work from home or telework arrangements are available in this role.

Responsibilities

This Executive Job and Person Specification is not exhaustive and describes the type and nature of duties you may be required to perform. The Executive may be required to perform any duties commensurate with their classification level, skills, experience and qualifications.

The Director, Justice Policy and Analytics is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Strategic Policy Development and Implementation</p>	<ul style="list-style-type: none"> • Provide high level policy advice to the Attorney-General, department executives and stakeholders from inside and outside of government. • Lead and advance department, justice sector and whole of government policy priorities. • Work collaboratively with internal and external stakeholders in leading complex policy initiatives. • Ensure grant and contract funding contributes to sector and across government policy priority areas. 	<ul style="list-style-type: none"> • Policy projects contribute to broader government priority areas. • Policy projects are delivered within budget, on time and to a high standard.
<p>Strategic Project Management and Delivery</p>	<ul style="list-style-type: none"> • Lead strategy development and implementation processes for complex and politically sensitive across agency projects. • Lead reform projects using data and evidence to influence change. • Maintain and lead project management and reporting methodologies and reporting frameworks for projects. • Develop and present comprehensive, evidence-based reports and presentations. 	<ul style="list-style-type: none"> • Priorities delivered within budget, on time and to a high standard. • Projects deliver efficiencies to the justice sector.



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Stakeholder Management	<ul style="list-style-type: none"> • Develop and maintain constructive working relationships with internal and external stakeholders. • Proactively engage with relevant justice agencies, across government stakeholders, and relevant external bodies in the development and implementation of policy and project work. • Manage negotiations and conflict effectively. 	<ul style="list-style-type: none"> • Communication and engagement strategies are developed and implemented.
Leadership and Culture	<ul style="list-style-type: none"> • Actively contribute to a high-performance culture. • Lead high performing teams with a commitment to service and excellence. • Motivate and influence staff to meet deliverables, including through ongoing performance review and feedback. • Develop mutual trust and respect with staff. • Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace. • Demonstrate and encourage staff mobility and flexible work arrangements. • Anticipate and manage risk. 	<ul style="list-style-type: none"> • Demonstrate SAES values and Public Sector Values. • Agreed service standards for quality, consistency and timeliness are met or exceeded. • All staff have performance development plans that are regularly reviewed. • Complex people matters are managed effectively. • Contribute towards departmental targets regarding flexible working arrangements. • Pro-active measures are undertaken to prevent injuries and adhere to Work Health and Safety legislation, policies and procedures.
Resource Management	<ul style="list-style-type: none"> • Allocate resources to deliver results. • Maximise the efficient use of resources. • Ensure the work of the unit contributes to justice sector and across government priority areas. 	<ul style="list-style-type: none"> • Expenditure authority not exceeded.
Adherence to legislation	<ul style="list-style-type: none"> • Within the areas under the control of the position, ensure the observance of Government requirements and the objectives, values, principles and standards in, or made under, the Public Sector Act. • Obligations under the Public Finance and Audit Act 1987, Public Sector Act 2009 and Public Sector (Honesty and Accountability) Act 1995 are satisfied. 	<ul style="list-style-type: none"> • Relevant legislation complied with.



Knowledge and Experience

Technical expertise relevant to the role (qualifications, skills, knowledge and/or experience):

Technical Expertise (Essential)	<ul style="list-style-type: none"> • Demonstrated experience in developing and implementing complex and sensitive multi-agency policy projects. • Demonstrated experience in providing high level strategic policy advice to decision makers. • High level knowledge of current and emerging policy issues impacting the criminal justice sector and the factors that impact justice outcomes. • Proven successful experience in leading the initiation, management and implementation of complex, large-scale projects within multi-agency environments of government. • Experience in complex business analysis and review, and the preparation of business and project documentation. • Proven ability to analyse complex problems and apply significant rigour, judgement and initiative to develop innovative and effective solutions, often with competing priorities. • Proven ability to bring people together from diverse areas to collaboratively develop and implement solutions to complex problems or issues. • Demonstrated experience in leading high performance work teams and achieving results. • Knowledge of the administrative and financial management principles and requirements of the State Government.
Technical Expertise (Desirable)	<ul style="list-style-type: none"> • Experience in data analytics to inform policy development and business improvement processes.

Behavioural Competencies

Descriptors below provide the behavioural competencies required for performance in the Director Justice Policy and Analytics position, based on the AGD Performance Matrix. These behaviours are applicable to your ongoing success in the role. KEY behaviours for this role are highlighted in **bold**. Executives are also required to demonstrate broader behaviours under each of these five elements, as determined in the South Australian Executive Service (SAES) *Competency Framework*.



Element	Behaviours
<p>Shapes Strategic Thinking and Change</p>	<ul style="list-style-type: none"> • Aligns strategies with the South Australian Government and Department's strategic plans • Continually reviews goals and plans to reflect changing priorities or conditions • Anticipates risks and manages these accordingly • Operates within a whole of government context and considers multiple perspectives and agendas • Seeks to gather and understand all critical information when planning and making decisions • Demonstrates effective and consistent decision making in an environment of ongoing change and uncertainty • Champions new initiatives and stimulates change
<p>Achieves Results</p>	<ul style="list-style-type: none"> • Brings together concepts and ideas into clear strategies and translates them into concrete implementation plans • Creates a shared sense of purpose towards achieving goals • Holds self and others accountable for quality, timely and cost effective results • Makes well informed effective and timely decisions even when information is incomplete and ambiguous • Makes complex decisions that require a high degree of judgement • Monitors performance and drives continuous improvement
<p>Drives Business Excellence</p>	<ul style="list-style-type: none"> • Anticipates and plans for future events, trends, problems and opportunities • Builds and manages capability and expertise of the workforce to achieve organisational goals • Models and promotes a customer service ethos • Astutely allocates resources for optimal short and long term outcomes. • Models a culture of financial responsibility, accountability and awareness • Sets clear performance standards that are linked to organisational outcomes. • Develops the ability of others to effectively manage their own, individual and team performance and contribute to the organisation • Promotes continuous learning and the development of others to achieve maximum individual and organisational potential.
<p>Forges Relationships and Engages Others</p>	<ul style="list-style-type: none"> • Effectively advocates for the agency and the public sector in public and government forums • Constructively manages and resolves conflict within and across areas. • Holds a clear understanding of the political context and acts accordingly • Adopts and promotes a collaborative approach when working with internal or external stakeholders • Builds extensive effective working relationships, networks and partnerships • Models and promotes sharing of information and knowledge • Adapts approach and communication style to suit the situation and audience • Utilises effective negotiation techniques to achieve mutually beneficial solutions • Actively listens and communicates in a clear, concise and diplomatic manner
<p>Exemplifies Personal Drive and Professionalism</p>	<ul style="list-style-type: none"> • Models and builds a culture of respect and high ethical standards • Provides impartial and constructive advice and clearly voices professional opinion where necessary • Effectively deals with difficult or controversial issues • Willing to embrace risk in decision making • Encourages diversity and uses this to enhance the objectives of the organisation • Models professionalism and confidentiality when dealing with sensitive issues • Models and remains positive under adversity and recovers quickly from setbacks • Demonstrates adaptability in dealing with change • Demonstrates an active commitment to ongoing development • Actively seeks feedback and engages in critical self-reflection • Upholds and promotes a high standard of wellbeing for self and others

