

Role Description



Role title:	Classification:
Senior Policy Officer, Inter-Government Relations	ASO6
Division/Business unit:	Reports to:
Equity and Social Impact / Office for Women	Manager, Inter-Government Relations

Role purpose:
<p>The Senior Policy Officer is a role within Office for Women and is accountable to the Manager, Inter-Government Relations, for:</p> <ul style="list-style-type: none"> • Providing high level policy advice and information on a broad range of issues that affect the status of women, including legislative reform. • Developing and undertaking high level and complex projects related to the status of women. • Preparing briefs, advice and other documents for the Minister for Women and the Prevention of Domestic, Family and Sexual Violence, including Cabinet and Parliamentary matters. • Contributing to the provision of effective and balanced policy advice to government on the interests and concerns of women across the State and at a Commonwealth level.

Key outcomes and accountabilities:
<ol style="list-style-type: none"> 1. Work independently and as part of a team to develop, implement and review high level policy initiatives. 2. Develop timely, relevant and sound advice on policy matters through research, analysis and consultation with DHS staff, other agencies, organisations and stakeholders. 3. Prepare accurate and reliable briefing notes, policy documents, agenda papers, correspondence and speech notes on policy matters for a range of clients including the Australian Government, Ministers and Chief Executive. 4. Prepare high quality written documents, including briefings and reports to a range of stakeholders within the required deadlines. 5. Facilitate consultation and communication with non-government agencies to obtain information regarding the ongoing effectiveness of state programs and policy initiatives. 6. Work collaboratively in developing productive working relationships with peers, staff and stakeholders. 7. Develop strong working relationships with all relevant stakeholders including the Minister's Office, other state and federal government and non-government organisations. <p><i>Note:</i> Any other responsibilities in line with the classification level of the role as assigned by the line manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.</p>

Special conditions:
<ul style="list-style-type: none"> • Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.

- Some out of hours work may be required from time to time.
- Some inter and intra state travel requiring overnight absences may be required.

Key Relationships/Interactions:

- Manager, Inter-Government Relations (line manager)
- Assistant Director and Director, Office for Women
- DHS Chief Executive
- Minister's Office
- State, Commonwealth, and Local Government Agencies
- Women's sector groups including private and community organisations
- Multi-agency functions including the Family Safety Framework

Budget/Delegations:

No budget or delegation accountabilities for this role.

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Treat all individuals with fairness and respect, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- Promote and maintain inclusive workplaces that embrace diversity and actively support difference.
- Demonstrate zero tolerance for discrimination, harassment, or disrespectful behaviour towards or by clients, colleagues, contractors, or stakeholders.

Role specific capabilities: (Skills, experience, knowledge, attributes)

1. **Policy and Strategic Advice** – Ability to interpret and explain government policy; proven experience in providing concise, relevant advice to address complex, sensitive and/or significant policy issues.
2. **Accountability and Decision Making** – Take responsibility for actions and decisions; make clear decisions by evaluating all available information and acting in line with government objectives and organisational policy and values.
3. **Communication** – Strong interpersonal and communication skills in order to undertake consultation and negotiation with a range of internal and external stakeholders.
4. **Initiative and Problem Solving** – Take prompt action to solve problems, be proactive and use professional judgement; analyse issues and think creatively to negotiate and implement sound solutions.
5. **Task Management** – Ability to determine priorities, manage complex and competing priorities and complete tasks within the required timeframes.

6. **Relationships and Networks** – Develop and maintain effective relationships with internal and external stakeholders at Commonwealth and state and territory levels, including where negotiation on highly sensitive matters is required.

Qualifications:

Desirable: Tertiary qualification in a relevant discipline or equivalent level of expertise gained from a combination of experience, training or professional accreditation.

Key leadership competencies and expected behaviours at this classification:

Supports and implements strategic direction

- Understands the big picture and contributes to the development of strategic direction for the BU.
- Assumes ownership of team goals and business objectives.
- Works with a whole-of-government mindset and aligns objectives with organisational priorities.
- Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty.
- Identifies and analyses complex problems relating to the team's work objectives.

Achieves and monitors own results

- Delivers results and improvements to meet team objectives.
- Evaluates existing systems and resources, and identifies opportunities for development and improvement.
- Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations.
- Abides by the laws, regulations and policies determining team and individual role activities.
- Holds self and others accountable for reaching team outcomes, and escalates issues where necessary.
- Monitors team/project performance and seeks feedback to guide improvements.
- Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.

Enhances service delivery excellence

- Adds value to the BU by setting, reaching and encouraging high performance standards.
- Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business.
- Provides others with ongoing feedback and coaching for development.
- Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards.
- Embeds a strong customer service ethos by understanding needs.
- Effectively manages resources to meet competing and complex demands.



Cultivates productive working relationships

- Seeks to understand the perspectives of others and the implication in the wider public sector.
- Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon
- Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds.
- Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes.
- Engages in strategic relationships with internal and external stakeholders.
- Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly

Exhibits personal drive and professionalism

- Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes.
- Adapts effectively to changing priorities and work demands, responding in a controlled manner.
- Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others.
- Promotes a culture that values respect and diversity within the team, and models this in all interactions.
- Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

Approval:

Assessed by: James Johnson, Human Resources Business Partner		Date: 06/08/2025
Approved by: Sanjugta Vas Dev, Director, Office for Women		Date: 06/08/2025