

Role Description

(Non-Manager)



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

Role Title: Extension Officer

Division: Biodiversity and Nature Economy

Classification Level: ASO5

Branch/Unit: Conservation and Wildlife /
Wildlife Programs

CHRIS Position Number: P65732

Reports to (Title): Principal Policy Officer

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

About the Role

The Extension Officer is responsible for developing relationships and engaging with stakeholders to facilitate the implementation of wildlife programs across the state. The role provides a range of program support and extension functions, such as research activities, grant administration and extension plans, to deliver initiatives that support the department's objectives for wildlife management, including the management of wildlife in emergencies.

Key Role Outcomes

- Establish, build and maintain strong and positive working relationships with key internal and external stakeholders to ensure efficient project and program implementation.
- Engage stakeholders across South Australia in the development of standards, guidelines and codes of practice.
- Administer grant schemes in accordance with departmental policies, guidelines and procedures.
- Develop and implement engagement, extension and compliance plans to support the effective administration of the department's statutory obligations.
- Develop and coordinate project documentation, including project plans, risk management and implementation plans, timelines, and schedules, to support effective planning and delivery of projects and policies.
- Undertake and coordinate research, and prepare briefings, papers, and progress reports; identify and analyse project risks and issues and provide advice and recommendations for their mitigation.

Essential Criteria (including qualifications)

- Demonstrated experience in developing and maintaining effective working relationships with a broad range of stakeholders.
- Demonstrated ability to engage with stakeholders in a professional and emotionally intelligent manner, remaining calm under pressure, listening to different perspectives, articulating ideas clearly, and negotiating outcomes in complex or sensitive situations.
- Proven experience in developing high-quality written and verbal communications, including planning, structuring, writing and editing materials and key messages tailored for diverse audiences.
- Experience in collating and critically analysing information to assess its relevance, reliability, consistency, and potential implications for decision-making, including coordinating inputs from senior managers to achieve outcomes within required timeframes.

- Demonstrated ability to work under limited direction, using initiative and sound judgement to analyse information, develop recommendations, resolve problems, and manage competing priorities and deadlines independently or as part of a team.
- Demonstrated experience ensuring compliance with legislation, policies, and procedures, and applying knowledge of government decision-making processes and public sector practices to support effective project and program delivery.

Desirable Criteria

- An appropriate tertiary qualification in natural resources, environmental science, or community engagement.
- Knowledge of legislation, policies and frameworks relevant to the wildlife and biodiversity management would be highly regarded.

Key Relationships/Interactions

- Works collaboratively with members within their own team and Division.
- Works collaboratively with members from other Divisions across the Department.
- Maintains close working relationships with other Government agencies and other relevant key stakeholders.

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 to drive is essential.
- Will be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Thinking and acting strategically. 	<ul style="list-style-type: none"> • Can identify and articulate potential issues and implications.
Achieves Results	<ul style="list-style-type: none"> • Delivering effective outcomes. • Assuming accountability 	<ul style="list-style-type: none"> • Develops and communicates clear and realistic goals / expected outcomes for projects and tasks. • Works with key stakeholders to problem solve over coming challenges and facilitate the achievement of outcomes. • Establishes own credibility by demonstrating personal competence and technical expertise.
Drives Business Excellence	<ul style="list-style-type: none"> • Optimising performance 	<ul style="list-style-type: none"> • Works collaboratively with team members and management to achieve team and individual goals

	<ul style="list-style-type: none"> • Facilitating quality and continuous improvement • Promoting customer service. 	<ul style="list-style-type: none"> • Monitors and questions the effectiveness of existing practices within the team • Gathers feedback from customers to assist in continually improving service delivery.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Influencing and negotiating. 	<ul style="list-style-type: none"> • Effectively gains buy-in across a range of levels internally and achieves positive outcomes.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Integrating Diversity in the Workplace 	<ul style="list-style-type: none"> • Relates well to a diverse range of people by being non-judgmental and unbiased in their dealings with others.

Work Health and Safety

- Contribute to workplace safety
- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

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](#).
- Actively participate in the Department's Performance Review and Development Program.
- 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.

Date Delegate approved original classification:	24/11/2025	Original Class method:	FULL
Update:	RD Update only	Date this version was approved by delegate:	21/05/2026