

Role Description

(Non-Manager)



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

Role Title: Principal Policy Officer

Division: Biodiversity and Nature Economy

Classification Level: ASO7

Branch/Unit: Conservation and Wildlife

CHRIS Position Number: TBC

Reports to (Title): Manager Animal Welfare and Wildlife

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

About the Role

The Principal Policy Officer is responsible for researching, analysing, developing, and implementing regulations, policies and procedures to support the implementation of the *Animal Welfare Act 2025*.

The role specialises in providing detailed advice and leads the delivery of the regulatory reform program, under broad direction, including engagement with key stakeholders. The role coordinates legal and policy advice, develops recommendations for regulatory requirements, and initiates, plans, implements, and delivers projects required to support the commencement of the new animal welfare legislation.

The role operates within a complex and sensitive legislative and regulatory environment, requiring application of specialist knowledge and judgement.

Key Role Outcomes

- Provides expert advice on policies, procedures, agreements, legislative amendment and legal implications to support the implementation within DEW .
- Initiates, plans, manages, and successfully delivers complex legislative and regulatory reform projects, specifically related to the Animal Welfare Act 2025.
- Develops and implements consistent processes and procedures that are embedded in practice to support legislative requirements and enforcement activities.
- Contributes to the interpretation and application of government policy and legislative requirements to support effective implementation outcomes in complex regulatory contexts.
- Provides specialist advice and recommendations to managers on complex regulatory, legal and implementation issues.
- Develops and maintains animal welfare policies in a timely manner and support the Department in meeting statutory obligations under the *Animal Welfare Act 2025*.

Essential Criteria (including qualifications)

- Demonstrated experience in leading consultation, stakeholder engagement and negotiation on complex and sensitive issues, including where competing interests or conflict are present.
- Demonstrate ability to build and maintain effective working relationship with a diverse range of internal and external stakeholders.

- Demonstrated experience in interpreting, applying and providing advice on legislation, regulatory frameworks, and policy.
- Demonstrated ability to develop implementation approaches and contribute to planning for complex and ambiguous regulatory or policy issues.
- Demonstrated experience in researching and preparing high-quality briefings, correspondence, and other critical documentation for sensitive and complex issues, in a clear, concise and fit-for-purpose manner.
- Demonstrated understanding and application of organisational governance structures, protocols, delegations, and decision-making processes.
- Demonstrated strong analytical, communication, and strategic thinking skills to shape effective policy and support its implementation across the public sector.

Desirable Criteria

- A degree or post graduate qualification in animal welfare, public policy, agriculture or animal science is considered highly desirable.
- In-depth knowledge and in animal welfare regulatory environments and/or compliance systems.
- Demonstrated experience in regulatory reform, legislative implementation or policy change programs.
- Demonstrated experience applying change management principles in complex organisational or government settings.

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.
- May 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"> • Makes strategic judgments and presents options based on implications of analytical thinking and understanding of the political environment.

Achieves Results	<ul style="list-style-type: none"> • Delivering effective outcomes • Assuming accountability • Making decisions 	<ul style="list-style-type: none"> • Sets priorities for self and manages workflow in order to achieve outcomes on time. • Takes responsibility for own actions. • Evaluates impact and consequences of taking a particular course of action, taking into account stakeholder concerns as well the impact across the Agency. • Confidently makes decisions in ambiguous situations when time is critical.
Drives Business Excellence	<ul style="list-style-type: none"> • Facilitating quality and continuous improvement 	<ul style="list-style-type: none"> • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Using political savvy • Influencing and negotiating • Establishing and maintaining networks 	<ul style="list-style-type: none"> • Is highly effective in knowing what to say, when, and to whom and how to communicate messages in a way that will gain support. • Understands wider business objectives and integrates these into recommendations to gain greater buy in and commitment from others. • Builds credibility with stakeholders and customers by demonstrating reliability and respect and uses this credibility to negotiate outcomes. • Forms constructive relationships with key stakeholders within and outside of the Agency. • Builds collaborative relationships based on an understanding of stakeholder priorities/objectives.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Displaying Flexibility and Resilience 	<ul style="list-style-type: none"> • Engages positively with ambiguous situations and demonstrates flexibility in thinking.

Work Health and Safety

Participate in workplace safety procedures and programs

- Leads and/or participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Provides workplace safety information and advice where relevant.
- Applies procedures for dealing with incidents and emergency events as required.

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 and act in accordance with the Child Safe Environment Policy and Procedure at all times.

Date Delegate approved original classification:	12/05/2026	Original Class method:	Comparison
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Approved