

# Role Description

## Manager, Closing the Gap Policy and Transformation

**Classification:** SM-1

**Group:** Skills SA

**Position Number:** P68584

**Team:** Skills Policy and Quality

### 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](http://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:

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

## About The Role

The Skills SA division is responsible for the delivery of National Skills Agreement (NSA) Closing the Gap initiatives within the vocational education and training (VET) system which include implementation, monitoring and control through governance, reporting and assurance arrangements under the 2024–2028 NSA. The Manager, Closing the Gap is responsible for coordinating delivery, overseeing performance and risk, and ensuring reporting and decision-making remain aligned with NSA requirements and strategic objectives to improve outcomes for First Nations learners through formal partnerships, sector strengthening and embedded cultural competency.

The role supports system transformation by strengthening formal partnerships and shared decision-making with Aboriginal stakeholders, building the capability of Aboriginal Community-Controlled and First Nations-owned registered training organisations, growing the First Nations VET workforce, and embedding cultural competency across the training system to improve sustainable, culturally safe outcomes for Aboriginal learners.

## What you will do (results to be achieved)

1. Lead and drive the planning, coordination and delivery of National Skills Agreement Closing the Gap initiatives across the vocational education and training (VET) system including monitoring performance and outcomes to support continuous improvement and ensure initiatives deliver sustainable benefits for Aboriginal learners and communities.
2. Oversee well-researched, reliable and culturally responsive advice to the Minister, the Chief Executive, and other high-level officials on progress, risks and outcomes related to Closing the Gap VET initiatives.
3. Drive initiatives to grow and sustain the First Nations VET workforce, including training, employment pathways and sector capability.
4. Deeply listen to Aboriginal perspectives and set an example in cultural understanding and competence, supporting team members' professional growth in this area, including providing support for relevant Aboriginal employees to act on their leadership aspirations.
5. Establish and maintain formal partnership and shared decision-making mechanisms with Aboriginal stakeholders and representative bodies, while supporting the development and capability uplift of Aboriginal Community-Controlled and First Nations-owned Registered Training Organisations (RTOs).
6. Embed cultural competency and culturally safe practices across Skills SA programs, policies and provider engagement activities.
7. Coordinate governance, reporting and assurance arrangements to support transparency, accountability and alignment with Closing the Gap priorities.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

## The Capabilities You Will Bring (key competencies)

### Essential Technical Experience and Knowledge:

- Demonstrated leadership and management skills, with the capacity to guide teams under broad direction, employing innovation, collaboration, and independent judgment to progress the agreed agenda.

## OFFICIAL

- Advanced interpersonal and communication abilities, with a track record of effectively consulting, influencing, and negotiating on sensitive issues with a range of stakeholders and senior government officials.
- Proven experience in building and sustaining strategic relationships and partnerships that facilitate new opportunities aligned with organisational goals.
- Proven ability to foster team unity and drive objectives, while nurturing a culture of support and guiding staff development and performance.
- Significant experience in identifying and developing strategic policy initiatives using robust design methodologies and delivering influential advice at the executive level.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the requirements of Equal Opportunity and Work Health and Safety legislation.

### Personal Skills:

- Proven ability to use initiative and creativity and to work successfully under limited supervision with high order organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines while handling multiple sensitive issues.
- Proven ability to rapidly assess the policy and strategy implications of proposals and suggest appropriate changes and negotiate these changes with a range of stakeholders.
- Demonstrated high level interpersonal, written and verbal communication skills to present complex and sensitive concepts clearly, prepare high-level documents, successfully negotiate effective outcomes and deliver a range of complex and strategic advice and consultancy services.

### Qualifications:

- **Essential:** A tertiary qualification in a field relevant to the position, and/or substantial relevant professional experience
- **Desirable:** A tertiary qualification in law, economic, evaluation, public policy, or similar.

### Reporting / Working Relationships

- **Reports to:** Director, Skills Policy and Quality
- **Direct Reports:** 3.
- **Works with:**
  - Department Executives and other senior staff of the Department.
  - Liaison with a broad range of senior personnel in other government agencies (State and National) and people from special interest groups.
  - May represent the agency in cross government, stakeholder and community forums.
  - South Australian Community Controlled Organisations Network and other Aboriginal Community Controlled Organisations
  - Other peak Aboriginal bodies

## 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.
- 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