

Role Description

Policy and Project Lead, Closing the Gap Policy

Classification: ASO8

Group: Skills SA

Position Number: TBA

Team: TBA

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

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>Service</p> <p>We proudly serve the community and Government of South Australia</p>	 <p>Professionalism</p> <p>We strive for excellence</p>	 <p>Trust</p> <p>We have confidence in the ability of others</p>	 <p>Respect</p> <p>We value every individual</p>
 <p>Sustainability</p> <p>We work to get the best results for the current and future generation of South Australia</p>	 <p>Collaboration & Engagement</p> <p>We create solutions together</p>	 <p>Honesty & Integrity</p> <p>We act truthfully, consistently and fairly</p>	 <p>Courage & Tenacity</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 Policy and Project Lead, 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 provides policy leadership to support the implementation of the NSA and Closing the Gap Priority Reforms by contributing analysis, coordination and advice that supports shared decision-making with Aboriginal stakeholders, informs policy settings to strengthen Aboriginal Community-Controlled and First Nations-owned registered training organisations, supports workforce-related policy initiatives, and promotes the integration of cultural competency across the vocational education and training system to improve outcomes for First Nations learners.

What you will do (results to be achieved)

1. Lead the provision of high-quality analysis and expert advice on a range of policy issues and complex matters connected with the department's overall work to improve Aboriginal experiences and outcomes under the NSA and Closing the Gap Priority Reforms.
2. Foster cross-departmental and stakeholder collaboration to identify, analyse, and advance strategic opportunities that align with the department's Closing the Gap initiatives within the VET system.
3. Integrate and refine policy advice from various sources, including on sensitive political matters, to shape informed policy decisions and development that advance the department's priorities.
4. Provide reflective leadership and oversight of policy and project management activities as required, including embedding cultural responsiveness in ways of thinking and working.
5. Provide expert advice so the analysis and action of the Closing the Gap Policy team are underpinned by evidence, a clear theory of change and enact and principles and priorities of Closing the Gap VET initiatives across the State.
6. Build and maintain a robust professional network with key stakeholders within the department, across government sectors, and interstate to facilitate effective collaboration.
7. Lead and represent the department in various committees and working groups, engaging with intra-agency, interagency, intergovernmental, and external partners as needed.
8. Lead the development and manage the implementation and ongoing evaluation of continuous quality improvement processes for directorate operations, and taking appropriate action in response, to ensure the ongoing support of improved program performance against program and organisational objectives.
9. 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:

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- A track record of conducting thorough research and analysis on complex issues, delivering evidence-based, strategically aligned advice that is clearly articulated and effectively communicated.
- Exceptional cultural responsiveness and interpersonal skills, with a proven ability to engage, consult, and negotiate with senior government officials on sensitive issues to achieve strategic objectives. Experience working collaboratively with Aboriginal people to bring about change.
- Extensive experience in providing concise, thoughtful, and actionable advice to senior executives, ensuring clarity and strategic alignment.
- Proficiency in operating within policy frameworks, demonstrating innovative thinking, creativity, and the ability to exercise independent judgment with significant delegated authority. Detailed knowledge of the National Agreement on Closing the Gap and key government policies and procedures
- Demonstrated leadership in managing work programs, task allocation, and team motivation to meet objectives in a dynamic environment, adapting to shifting priorities without sacrificing quality.
- 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:** Manager, Skills Policy and Quality
- **Direct Reports:** 0
- **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

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- 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