

Role Description

(Non-Manager)



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

Role Title: Senior Project and Policy Officer

Division: Water and River Murray

Classification Level: ASO6

Branch/Unit: Water Security, Policy and Planning/ Murray-Darling Basin and Intergovernmental Team

CHRIS Position Number: M21553

Reports to (Title): Principal Policy Officer, Murray-Darling Basin and Intergovernmental

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

About the Role

The Senior Project and Policy Officer is responsible for the provision of expert policy advice and the development and implementation of complex policy projects related to Murray-Darling Basin water resource management. The Senior Project and Policy Officer supports South Australia's aspirations for Murray-Darling Basin water reform by providing high-level advice, analysis and policy input to complex and inter-related water policy issues in partnership with stakeholders at state and national levels. The role coordinates input from across the Water and River Murray Division, Regional Landscape Boards, technical specialists and other key stakeholders to provide advice to the Manager and Principal Policy Officers within the Murray Darling Basin and Intergovernmental team.

Key Role Outcomes

- Policy work and projects are planned, coordinated and successfully delivered in a timely manner to contribute to sustainable management of the State's water resources.
- Government and stakeholders are provided with timely and effective policy and technical advice, which is supported by research, evidence, critical analysis and stakeholder consultation.
- Relevant legal, policy, stakeholder, scientific and hydrological analysis is coordinated and evaluated to support improved policy outcomes.
- Coordinated, well researched and strategic responses to management issues and reviews are developed to influence outcomes and achieve South Australia's Basin management objectives and obligations.
- Key stakeholders are consulted, and strategic partnerships developed and fostered both within and outside of the agency.
- Agency and government interests are represented through membership and participation in relevant inter-agency and inter-jurisdictional working groups and committees.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Experience in developing and implementing policy initiatives and developing policy advice in a sensitive, critical and complex environment.
- Experience in establishing and maintaining effective networks and working relationships across government agencies and with key stakeholders.

- Demonstrated ability to communicate complex and sensitive policy and technical information, simply and accurately to non-technical people while being attentive to the political and social environment.
- Proficiency in the use of Microsoft Excel for data analysis and preparation of tables and graphs.

Desirable Criteria

- Tertiary qualification in Science, Environmental Engineering, Natural Resource Management, Law or similar is desirable.
- Understanding of and experience working with the *Water Act 2007 (Cth)* and *Murray-Darling Basin Plan 2012*; *Landscape South Australia Act 2019 (SA)* and *River Murray Act 2003 (SA)*; and associated statutory instruments, plans, agreements and policy provisions is highly desirable.
- Experience working on Murray-Darling Basin water management issues and the implementation of the Basin Plan is highly desirable.
- Understands the role and dynamic interactions between the different arms and elements of the Government system.
- A current class “C” driver’s licence and willingness and ability to safely operate a 4wd is desirable.

Key Relationships/Interactions

- Manager, Murray-Darling Basin and Intergovernmental.
- Works with the Murray-Darling Basin and Intergovernmental team.
- Works with policy, science and operational staff across the department, other state agencies, and Commonwealth and other jurisdictional agencies involved in Murray-Darling Basin water management issues.
- Works with the chair and members of working groups and committees on which the incumbent is a member.

Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies.
- 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.
- 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 • Leading and Influencing Change 	<ul style="list-style-type: none"> • Makes strategic judgements and presents options based on implications of analytical thinking. • Manages up and down to successfully introduce new policy directions and/or business system improvements.

Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Making Decisions 	<ul style="list-style-type: none"> • Sets priorities of self and manages workflow in order to achieve outcomes on time. • Evaluates impact and consequences of taking a particular course of action, taking into account stakeholder concerns and government objectives as well as the impact across the agency. • Ensures decisions taken abide by legislation, regulations and policies.
Drives Business Excellence	<ul style="list-style-type: none"> • Directing Resources 	<ul style="list-style-type: none"> • Reviews work progress and facilitates revision of priorities as required.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Influencing and Negotiating • Using Political Savvy 	<ul style="list-style-type: none"> • Understands wider business objectives and integrates these into recommendations to gain greater buy in and commitment from others. • Listens to the views of stakeholders and tailors advice or recommendations to gain greater engagement and achieve positive outcomes. • Identifies supporters and barriers to achieving outcomes and proactively manages these. • Is highly effective in knowing what to say, when, and to whom and how to communicate messages in a way that will gain support.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Displaying Flexibility and Resilience 	<ul style="list-style-type: none"> • Is responsive to the unexpected. • Balances competing demands in a calm manner.

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:	10/3/2022 – updated 28/3/25	Original Class method:	Comparison
Updated:	RD Update only	Date this version approved by delegate:	5/06/2026

Approved