

# Role Description

(Non-Manager)



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

**Role Title:** Project and Policy Officer,  
Intergovernmental Relations

**Division:** Water and River Murray

**Classification Level:** ASO5

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

**CHRIS Position Number:** P38201

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

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

### About the Role

The Project and Policy Officer is responsible for policy advice and secretariat support for the implementation of Murray-Darling Basin water resource management. The position also contributes to the development and provision of policy and technical advice on South Australia's interests in the Murray-Darling Basin (MDB) Joint Venture, inter-jurisdictional governance more generally and to progress projects initiated through the inter-jurisdictional committees, intergovernmental agreements and the Water Security, Policy and Planning branch. The Project and Policy Officer maintains effective working relationships with the Commonwealth and interstate intergovernmental units.

### Key Role Outcomes

- Secretariat support for MDB inter-jurisdictional committees including collation and records keeping of meeting papers and coordination of briefing packs.
- Administrative support for the staff of the Murray-Darling Basin and Intergovernmental team, including travel coordination, record keeping and monitoring of correspondence inboxes.
- Contributes to advice and briefings provided to the Minister, executives, cross agency executives and senior officers 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.

### 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 undertaking research, including gathering and evaluating information from a wide range of sources.
- Proven ability to write fluently, conveying information (both written and numerical) in a way that the reader will easily understand its message.
- In depth knowledge of government systems and processes, including records, project, financial and budget management.
- Attention to detail and ability to manage and monitor different tasks simultaneously.

## Desirable Criteria

- An appropriate degree/qualification in public policy, business, economics, engineering, water science or natural resources management is desirable.
- Secretariat and administrative experience for administration of interjurisdictional management committees is highly desirable.
- Understanding of 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 desirable.
- Experience working on Murray-Darling Basin water management issues and the implementation of the Basin Plan is highly desirable.
- 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 MDB water management issues.
- Works with the chair and members of working groups and committees on which the incumbent is a member.
- Works closely with secretariat support staff of other MDB jurisdictions to coordinate relevant meetings.

## 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
<b>Shapes Strategic Thinking and changes</b>	<ul style="list-style-type: none"> <li>• Thinking and Acting Strategically</li> </ul>	<ul style="list-style-type: none"> <li>• Raises potential options for consideration arising from research analysis.</li> <li>• Can identify and articulate potential issues and implications.</li> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Assuming Accountability</li> <li>• Making Decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Willingly accepts responsibility for own work.</li> <li>• Shows initiative in moving projects forward and dealing with potential problems.</li> <li>• Ensures decision taken abide by relevant legislation, regulations and policy.</li> </ul>

		<ul style="list-style-type: none"> <li>• Knows when you seek further information, clarify issues or involved others in the decision making process.</li> </ul>
<b>Drives Business Excellence</b>	<ul style="list-style-type: none"> <li>• Directing Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Re-negotiates timeframes when unexpected issues arise.</li> </ul>
<b>Forges Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>• Influencing and Negotiating</li> <li>• Establishing and Maintaining Networks</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively gains buy-in across a range of levels internally – upwards, sideways and downwards – and achieve positive outcomes.</li> <li>• Listens to others and acknowledges their views.</li> <li>• Works well with others and is effective in collaborating across the Agency.</li> <li>• Builds trust in relationships through maintaining confidentiality and ‘following through.’</li> </ul>
<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>• Displaying Flexibility and Resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Is flexible in changing priorities.</li> <li>• Adapts to new situations whole maintaining achievement of outcomes.</li> </ul>

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

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