

Role Description

(Non-Manager)



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

Role Title: Senior Policy Officer

Division: Biodiversity and Nature Economy

Classification Level: ASO6

Branch/Unit: Conservation and Wildlife

CHRIS Position Number: New

Reports to (Title): Principal Policy Officer,
Animal Welfare and Wildlife

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

About the Role

The Senior Policy Officer is responsible for contributing to the development, implementation, and continuous improvement of legislation, policy and procedures relating to animal welfare and wildlife, including the administration of the relevant legislative frameworks.

The role provides authoritative, evidence-based advice and contributes to governance, policy and program delivery, supporting informed decision-making and the effective implementation and evaluation of animal welfare and wildlife initiatives.

This position represents the Department and supports engagement at the local, state and national level with other Australian jurisdictions, industries, organisations and stakeholders.

Key Role Outcomes

- Provide expert and evidence-based advice and coordination to support divisional decision-making, adaptive management and the delivery of strategic objectives and agreements.
- Deliver high-quality, timely and accurate advice on complex animal welfare matters across all species, including the preparation of briefing papers and correspondence for senior executives, the Chief Executive and the Minister.
- Plan, coordinate, and deliver complex policy, project and change management initiatives to support the implementation of the Department priorities.
- Establish and maintain effective stakeholder relationships across government, industry and the community to support policy implementation, compliance, and the resolution of complex issues.
- Provide professional and responsive executive support services to relevant committees, ensuring effective governance and decision-making processes.
- Support governance and reporting requirements in accordance with funding agreement, policy and legislative frameworks.

Essential Criteria (including qualifications)

- Demonstrated ability to write fluently and communicate complex information clearly and effectively for a range of audiences.
- Demonstrated ability to analyse and interpret complex information from multiple sources, identifying key issues, trends and gaps, and provide evidence-based insights.
- Demonstrated ability to evaluate options and assess costs, benefits and associated risks to inform sound decision-making.

- Demonstrated ability to prioritise and manage multiple competing priorities, ensuring timely delivery of high-quality outcomes in a dynamic environment.
- Experience in developing and implementing governance frameworks, and the ability to conceptualise issues, evaluate options and provide recommendations on regulatory and non-regulatory policy solutions.
- Demonstrated understanding and application of organisational governance frameworks, including structures, protocols and delegations, to support compliant and effective decision-making.
- Demonstrated ability to operate under broad direction, exercising sound judgement, autonomy and delegated authority to resolve complex issues and deliver outcomes in line with policy and legislative requirements.

Desirable Criteria

- An appropriate tertiary qualification in animal health, agriculture or animal science is desirable.
- Knowledge of legislation related to the branch would be highly regarded.
- Understanding of the role and dynamic interactions between the different arms and elements of the Government system.
- Experience and current knowledge of animal welfare management and related issues.

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"> • Motivating Others • Thinking and Acting Strategically 	<ul style="list-style-type: none"> • Empowers others to take initiative and to provide suggestions for ways of doing work more effectively or efficiently. • Thinks 'outside the box' and views issues from different perspectives to formulate ideas

Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Assuming Accountability 	<ul style="list-style-type: none"> • Sets priorities for self and manages workflow in order to achieve outcomes on time. • Establishes own credibility by demonstrating competence, sound judgement, knowledge and professionalism.
Drives Business Excellence	<ul style="list-style-type: none"> • Facilitating Quality and Continuous Improvement <p>Directing Resources</p>	<ul style="list-style-type: none"> • Seeks out new ways of working. • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these. • Reviews work progress and facilitates revision of priorities as required.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Using Political Savvy • Establishing and Maintaining Networks 	<ul style="list-style-type: none"> • Gains understanding of, and effectively navigates through, organisational decisions making processes to achieve outcomes. • Identifies supporters and barriers to achieve outcomes and proactively manages these. • Form constructive relationships with key stakeholders within and outside of the Agency, including significant partnerships with Aboriginal communities. • Demonstrates openness by actively listening and sharing information as appropriate.
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, • Maintains a positive outlook when under pressure and is composed in the face of setbacks.

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.

Date Delegate approved original classification:	20/05/2026	Original Class method:	Comparison
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Approved