



JOB AND PERSON SPECIFICATION

Title of Position : Principal Policy and Project Officer
Classification : ASO7
Location : Central Office
Reports To : Director, Strategic Policy, Projects and Partnerships

CORRECTIONAL SERVICES
Position No:
Division : Offender Development

JOB AND PERSON SPECIFICATION APPROVAL

.....*[Signature]*..... 21, 3, 25
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Principal Policy and Project Officer is accountable to the Director, Strategic Policy, Projects and Partnerships for:

- Contributing to the advancement of the Department's priorities to ensure the effective achievement of critical strategies, programs and objectives;
- Contributing to the Departmental reform agenda;
- Facilitating the Department's directions and decision through the development of policy and responding to social and criminal justice legislative reforms;
- Contributing to the provision of the Unit's service delivery outcomes by undertaking major change projects and providing assistance and guidance to colleagues to ensure best practice project management and report writing standards are met.

KEY STAKEHOLDER INTERACTION

The Principal Policy and Project Officer:

- Reports to the Director, Strategic Policy, Projects and Partnerships;
- Liaises with members of executive, senior management and specialist staff within the department, including Operational, Human Resources, Finance and Procurement Branch members;
- Liaises with external stakeholders such as senior staff from interstate and overseas correctional jurisdictions, Crown Solicitor's Office, Parliamentary Counsel, Premier and Cabinet and State, Federal and Local and Non-Government bodies;
- Liaises with policy officers in criminal and social justice organisations (both Government and community based);
- Represents the department on various departmental and inter-agency committees and working parties.

BRANCH PROFILE

The Strategic Policy, Projects and Partnerships Unit is responsible for the development, oversight and implementation of key departmental criminal and social justice reforms.

The Unit leads and contributes to planning, development and evaluation of criminal justice policy as well as managing the Departmental policy and procedure structure to ensure quality assurance and legislative compliance utilising project management discipline. Responsibility for the effective facilitation of complex projects and initiatives that align to the Department's strategic plan is also a key feature of the Unit's work.

Liaison with key stakeholders to establish and maintain effective partnerships underpins the work of the Unit and involves participation in high level inter jurisdictional committees and working parties.

The Strategic Policy, Projects and Partnerships Unit is part of the Offender Development Directorate which includes Rehabilitation Services; Sentence Management; Shaping Corrections; and the Principal Advisor, Women Offenders.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check;
- A current South Australian Driver's Licence is essential;
- A flexible approach to working hours is required;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes but is not limited to the Public Sector Act; Correctional Services Act, Work, Health and Safety Act, Equal Employment Opportunity Act, the Workers Rehabilitation & Compensation Act and various relevant industrial awards and enterprise agreements.
- General public sector principles/practices including the SA Public Sector Code of Ethics and DCS Human Resource policies/guidelines including personnel management standards, employee conduct standards and DCS Employee Code of Conduct and DCS values system.
- Work health and safety and injury management requirements as set out in Departmental policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

- Leading the preparation, dissemination and review of identified criminal and social justice issues, including overseeing and ensuring they meet SA Government legislative requirements and reflect world leading practice.
- Identifying and analysing state, national and international policy agendas, research trends and opportunities (including innovative recommendations and/or models as alternative solutions to address criminal and social justice issues) impacting on the Department's business, with particular reference to policy review / development and utilising this information in formulating responses to policy issues.
- Analysing and recommending action on issues raised within the Department, government agencies, key stakeholders and other external organisations related to policy review and development.
- Delivering a range of expert, high level and strategic information and advice to key senior, internal and external, stakeholders on complex and sensitive criminal and social justice related policies, issues, initiatives, systems, trends and research.
- Leading and overseeing the identification of and analysis on, critical departmental related risks, needs, gaps or issues.
- Conducting complex and high-level research, and preparing expert reports, briefing papers, cabinet submissions and presentations for key agency, state, national and community stakeholders, including the Director Strategic Policy, Project and Partnerships and other members of Executive.
- Developing and maintaining high-level relationships, and conducting expert liaison and negotiations with key state, national, community stakeholders, to facilitate the achievement of specific DCS outcomes that meet critical goals and strategies.
- Analysis and presentation of detailed information (including Business Cases) to support the feasibility, development and implementation of policy and projects that directly impact and respond to the needs of offenders.

- Leading and controlling complex and critical intra and cross-agency projects that support the department and influence national and state social and justice initiatives, goals, strategies and objectives.
- Leading the monitoring and review of policy and projects and evaluating effectiveness of outcomes including recommendations for improvement or changes to business processes, practices or policy.
- Ensuring timely, accurate and meaningful reporting to key strategic stakeholders.
- Chairing and/or providing expert representation, input and support to Steering Groups, senior project groups, convening working parties as required and representing the Unit, as required at inter-agency and non-Government meetings.
- Contributing to the Unit's service delivery outcomes by providing assistance and guidance to colleagues to ensure best practice project management standards are met.
- Providing mentorship and support to other staff within the Unit to enable successful research, analysis, development and implementation of policy and projects through a structured project management methodology.
- Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.
- Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential: Nil

Desirable: Degree in Criminology, Law, Justice Studies, Human Services or relevant qualifications

PERSONAL CRITERIA**Essential Criteria**

- Demonstrated ability to think strategically.
- Demonstrated achievement in providing high-level strategic and innovative policy advice on complex policy issues including politically sensitive issues requiring a high level of tact, discretion and confidentiality.
- Demonstrated high-level conceptual, research and analytical skills including the ability to interpret data trends and provide strategic legislative advice for program and policy development responses.
- Demonstrated experience to work independently under broad direction in the planning, developing, leading and managing of complex projects using sound project management methodology in an environment with competing priorities and expectations.
- High level interpersonal skills and demonstrated experience maintaining effective partnerships and collaboration to ensure productive working relationships with peers, staff and stakeholders and the ability to interact confidently and employ astute perception and strong listening skills.
- Superior communication skills including a demonstrated ability write clear, succinct reports and recommendations with the ability to distil and explain complex issues and concepts in simple terms.
- Demonstrated understanding of the Government's and Department's reform agenda with respect to criminal and social justice.
- Sound knowledge of roles, functions, responsibilities and decision making processes of government at the Federal, State and local levels and a thorough knowledge of cabinet and legislative processes and a comprehensive understanding of policies, practices, legislation and trends relating to correctional services.
- Understanding of, and ability to manage, the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Work Health & Safety Act, Regulations and associated Codes of Practice, utilising AS/NZS ISO 31000:2009 Risk Management.

Desirable Criteria

- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.
- Understanding of the responsibilities of Government employees in relation to the State Records Act.