

# Role Description

(Supervisor)



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

**Role Title:** Principal Biodiversity Policy Advisor

**Division:** Biodiversity and Nature Economy

**Classification Level:** ASO8

**Branch/Unit:** Native Vegetation and Pastoral Management

**CHRIS Position Number:** P68434

**Reports to (Title):** Director Native Vegetation and Pastoral Management

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

### About the Role

The Principal Biodiversity Policy Advisor is responsible for leading the development of policy, and the provision of expert legislative, policy and management advice, legislation and system reform, strategies and projects within the Native Vegetation Branch. The role leads and coordinates the development of policy and regulation, in particular as it relates to the *Native Vegetation Act 1991* and *Biodiversity Act 2025* and other related reforms at state and national levels.

The role will also lead the development, review and coordination of policy and legislative advice as it relates to native vegetation, biodiversity, and related natural resource management matters and support the Director, Native Vegetation and Pastoral Management in planning, reporting and project management.

### Key Role Outcomes

- Biodiversity legislation, regulations, policies and strategies are developed and implemented.
- Innovative policy initiatives are developed, high-level technical information is interpreted and analysed, high-level policy advice provided and succinct evidence and advice products are developed.
- Major biodiversity policy projects are developed and assessed to ensure projects have a clearly defined scope, with outcomes measured, monitored and resources allocated and managed appropriately.
- Strategic partnerships within the Department and with state and Commonwealth agencies, Native Vegetation Council, Landscape Boards and Green Adelaide, local government, industry and development sector, environmental and land management NGOs are developed, and maintained to ensure legislation, policies and strategies benefit South Australia.
- The interests of statutory boards and councils, agencies and Government are advanced through leading, or contributing to, project teams, working groups and committees.
- Accurate and timely advice and recommendations on biodiversity policy is provided to Ministers, Chief Executives and Senior Officers.
- Effective supervision of staff is achieved by overseeing work allocation, time and attendance and leave management.
- Timely and constructive feedback is provided to direct reports to contribute to their effective performance and motivation and plan for their continued professional and technical development.

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## Essential Criteria (including qualifications)

- Experience in managing and leading the development of major policy and legislative initiatives, including project management, policy analysis, tracking and reporting progress, managing risks and management of the endorsement and implementation phases.
- Experience in the provision of high-level strategic policy advice to government and in negotiating successful outcomes with a wide range of stakeholders within government and the community.
- Conveys very complex and/or sensitive information accurately whilst also being attentive to the political/social environment.
- Skilfully communicates delicate issues in a way that the language, tone and format suit the target audience and engage them in the communication.
- Evaluates information from a number of different levels (e.g., political, social, economic) and draws parallels, considering the sensitivities of a situation and impacts these may have both within and outside of the organisation.
- Can conceptualise, consider options for and make recommendations in relation to regulatory and non-regulatory policy solutions.
- A good understanding of the way in which the South Australian Government operates, and of the current political, economic, social and environmental paradigms as they relate to Government business.
- Networks widely internally and externally with relevant groups and key individuals.
- Proactively stays attuned to the political landscape, trends in Government and the findings of relevant Government and Parliamentary inquiries.
- Proven track record in effectively supervising a team, and the ability to foster a collaborative environment to achieve organisational goals.

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## Desirable Criteria

- An appropriate degree/qualification in public policy, environmental law, natural resource management, or similar, is desirable.
- Knowledge of biodiversity matters and native vegetation within the *Biodiversity Act 2025*.

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## Key Relationships/Interactions

- Maintains close working relationships with the Department of Premier and Cabinet Policy Unit, Crown Solicitor's Office, Parliamentary Counsel and other policy officers across DEW and state government.
- Liaises with Directors, Executive Director and CE's Office and Managers of the Native Vegetation Branch, Biodiversity Coordination Unit and other relevant branches.
- Liaises with all relevant State and Commonwealth government agencies, key industry and interested stakeholders associated with native vegetation, land management, conservation and natural resource management, industry and development.

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## Special Conditions

- A current class "C" driver's is desirable.
- Some out of hours work may be required.
- Intra and Interstate travel with overnight absences may be required.

- 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.

Core Competencies	Elements	Behavioural Indicators
<b>Shapes Strategic Thinking and changes</b>	<ul style="list-style-type: none"> <li>• Leading and Influencing Change</li> <li>• Thinking and Acting Strategically</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies and drives strategic change initiatives.</li> <li>• Recognises the likely implications of change upon the various stakeholders and is adept at working through these in a consultative way.</li> <li>• Demonstrates a clear understanding of the Agency’s strategic directions.</li> <li>• Uses information, knowledge and results of analysis to deliver achievable and practical solutions.</li> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Delivering Effective Outcomes</li> <li>• Making Decisions</li> <li>• Assuming Accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates a purpose and persistence in driving for outcomes in programs and projects.</li> <li>• Ensures decisions taken abide by relevant legislation, regulations and policies.</li> <li>• Predicts and assesses the political impact of a decision as well as the impact on relevant stakeholders.</li> <li>• Fully accepts and wisely exercises the accountabilities and delegations of their role.</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>• Advocates for the resources needed to get the work done in their area of responsibility.</li> <li>• Effectively sets and monitors costs for their area of responsibility.</li> </ul>
<b>Forges Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>• Influencing and Negotiating</li> <li>• Using Political Savvy</li> <li>• Communicating and Managing Conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Can successfully influence a broad range of stakeholders with differing viewpoints towards a common position.</li> <li>• Pays attention to working collaboratively with a diverse range of internal and external stakeholders for the benefit of the Agency.</li> <li>• Manages conflict in ways that promotes conciliation, win-win outcomes, and positive future relationships.</li> </ul>

<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>• Demonstrating Commitment to Learning and Development</li> </ul>	<ul style="list-style-type: none"> <li>• Keeps up to date with relevant trends/developments and keeps well-informed on a wide range of issues appropriate to the Agency.</li> <li>• Is proactive in considering how outcomes are achieved and what can be learned from past experiences.</li> </ul>
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## Work Health and Safety

### Participate in workplace safety procedures and programs

- Leads and/or participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Provides workplace safety information and advice where relevant.
- Applies procedures for dealing with incidents and emergency events as required.

## 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](#).
- As an individual it is your responsibility to actively participate in the Department's Performance Review and Development Program. As a manager you are required to action the Performance Review and Development Program inclusive of 6 monthly reviews, for all employees for whom you are responsible.
- Recruit appropriately qualified and experienced staff to the unit/team.
- 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:	12/5/2026	Original Class method:	Comparison
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