



ASO6 Business Change Analyst Security Advice Section Security and Emergency Management Service

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

SAPOL's Security Advice Section provides internal protective security advice about policies, procedures and practices to protect our people, information and assets from compromise or harm. Protective security is designed to protect against a broad range of external and internal threats including compromise of information, unlawful access to premises, compromise of systems or employees and physical protection measures. Protective security practices are commonly implemented across the four security domains of governance, information, personnel, and physical security. The South Australian Protective Security Framework (SAPSF) and the South Australian Cyber Security Framework (SACSF) provide the protective security policy and guidance for South Australian Public Sector agencies, including SAPOL.

In 2025, SAPOL's People, Culture and Wellbeing (PC&W) and the Security and Emergency Management Service (SEMS) conducted an internal review of SAPOL's pre-employment screening processes. SAPOL's Protective Security Committee gained approval from the Commissioner to engage a Business Change Analyst to evaluate SAPOL's existing pre-

Service

Integrity

Leadership

Collaboration

Courage

Respect



employment screening processes, provide findings and to make recommendations to strengthen SAPOL's approach to the risks surrounding pre-employment screening.

The Business Change Analyst will inform a detailed review through engagement with key stakeholders across multiple locations including, but not limited to, SAPOL's PC&W, SEMS and Business Service. They will critically analyse the findings, and considering SAPOL's existing organisational capacity, recommend an optimum future operating model for SAPOL's pre-employment screening processes.

Special Conditions

Work Status	The incumbent must be eligible to hold and maintain a minimum negative Vetting Level 1 (NV1) national security clearance. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Adelaide CBD
Qualifications	N/A.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

- Reports to the Project Manager.
- Liaises with PCW, SEMS, Business Service and other business managers, technical staff and key user representatives to identify and describe existing pre-entry screening requirements, processes and resources.
- Liaises across branches and services to ensure that an optimum future operating model for SAPOL's pre-employment screening is recommended to the Protective Security Committee.

KEY OUTCOMES

- Coordinate and control project planning activities by:
 - Identify all mandatory and recommended requirements for hiring employees as defined by the South Australian Protective Security Framework (SAPSF), Commonwealth Protective Security Policy Framework (PSPF), the Premier's Direction: Recruitment; and the Guideline of the Commissioner for Public Sector Employment: Recruitment.
 - Identify applicable relevant standards or guidelines such as AS4811:2022 and the National Identity Proofing Guidelines.

- Through initiating and managing engagement with stakeholders, identify, map and describe the existing SAPOL pre-employment screening processes and resources, for the following categories and make recommendations:
 - Police Act Employees
 - Public Sector Act Employees
 - Contractors
 - Volunteers
- Identify internal policies required to guide and govern pre-employment screening.
- Identify training and qualifications required for vetting/screening officers and make recommendations.
- Identify required resourcing (people and financial), supporting processes, including governance, and supporting tools to conduct effective pre-employment screening.
- Identifying and understanding complex business impacts and using this as the foundation for planning activities.
- Identify any impact upon other agencies.
- Provide appropriate reporting within a regular and agreed timeframe.
- Produce an evidence-based review for the SAPOL Protective Security Committee, that in light of existing organisational capacity, recommends an optimum future operating model for SAPOL's pre-employment screening.
- Work closely with stakeholders to understand upcoming priorities and provide expert advice and recommendations in relation to SAPOL's pre-employment screening operating model.
- Ensure the successful adoption of the project by:
 - Coordinate and monitor the delivery of the operating model as per agreed plans.
 - Provide expert advice into, and supporting the assessment of, the organisational readiness for the proposed operating model.
 - Define and measure success metrics and monitor change progress.
 - Providing appropriate reporting within a regular and agreed timeframe.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Demonstrated experience as a Business Analyst in mapping existing processes and resources to recommend organisational change.
- Demonstrated knowledge of and significant competence in applying contemporary change management frameworks, change management principles, methodologies and tools.
- Demonstrated high level of analytical skills, attention to detail, and the ability to think laterally and conceptually.

- Proven ability to communicate and negotiate effectively with people at all levels, verbally, in writing and presentations, including preparing high quality reports and documents that clearly explain complex technical information.
- Demonstrated ability to organise workloads effectively in a climate of competing priorities to achieve agreed outcomes and work in a team environment on complex tasks.
- Able to assess and lead stakeholder engagement, current/future state impacts, change readiness assessments and measure change sustainability across a large program of work.
- Experience developing and implementing communication and training materials.
- Acute business acumen and understanding of organisational issues and challenges.
- Demonstrated ability to support and engage senior leaders, coaching project resources and stakeholders.
- Demonstrated ability to work under broad direction and exercise a significant level of responsibility, decision making, judgement and delegated authority in resolving complex problems in accordance with relevant policies and procedures.

Desirable Characteristics

- Proven experience as a Business Analyst on a project implementing significant change in the South Australia Public Service.
- Proven experience and knowledge of the South Australian Protective Security Framework, the Protective Security Policy Framework and/or personnel security vetting.
- Holds a negative vetting level 1 national security clearance, or above.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.