

Role Description

Manager, National Policy

Classification: SS 1

Group: Skills SA

Position Number: P45591

Team: Skills Policy and Quality

About Us

The Department of State Development is the South Australian Government's lead economic development agency.

Our mission is to drive sustainable economic growth in South Australia by increasing industrial and workforce capability, capacity, collaboration and resilience. We take pride in hiring the right people for the right jobs and offer an attractive, flexible workplace.

For more information about our agency, please visit:

Department of State Development | statedevelopment.sa.gov.au

Our Core Values

Be part of a high performing, collaborative, agile and innovative organisational culture. Through a network of multi-disciplinary teams, we operate with internal project structures that enable adaptable, flexible, and agile ways of working. This is underpinned by our Core Values of:

 Service We proudly serve the community and Government of South Australia	 Professionalism We strive for excellence	 Trust We have confidence in the ability of others	 Respect We value every individual
 Sustainability We work to get the best results for the current and future generation of South Australia	 Collaboration & Engagement We create solutions together	 Honesty & Integrity We act truthfully, consistently and fairly	 Courage & Tenacity We never give up

About The Role

Skills SA oversees South Australia's vocational education and training system, working with stakeholders to align training with workforce needs, support employers, and help individuals gain skills for employment and career development.

The Manager, National Policy leads a multi-disciplinary team to deliver high impact, system-wide policy, strategy and reform across South Australia's vocational education and training (VET) system. The role operates in a complex and dynamic environment, integrating policy, operational, regulatory, funding and stakeholder considerations to inform whole-of-system decision making.

The role leads cross-functional work across the skills system, the Department of State Development and government, shaping strategic direction and balancing policy intent, operational feasibility, risk and impact.

This includes driving major reforms and initiatives, ensuring alignment with government priorities and system performance outcomes, and positioning South Australia effectively and aligned with local priorities through the national intergovernmental architecture.

Responsibilities include:

Providing strategic leadership to a multidisciplinary team, fostering a high-performing, inclusive and accountable culture that values diversity, curiosity and continuous learning. This includes setting direction, prioritising work programs, and building capability across policy, data, operational and stakeholder functions.

Leading the development of systemic, evidence-based statewide policies and initiatives, informed by research and engagement, to deliver strategic objectives and state and national outcomes.

Leading complex, cross-agency and cross-sector engagement to influence outcomes, including at senior executive and ministerial levels.

Leading the design and delivery of major, complex and system-wide reforms, navigating interdependencies across policy, funding, regulatory and service delivery systems.

What you will do (results to be achieved)

1. Lead and manage a diverse work program including setting strategic priorities, allocating resources, and ensuring delivery against outcomes in a high pressure and politically sensitive environment.
2. Manage human and financial resources, including budget planning, monitoring and reporting, and building team capability and high performance.
3. Exercise delegated authority for decision-making, including policy positions, investment, initiative prioritisation and risk mitigation, within complex and contested environments.
4. Lead and deliver high-quality research and analysis, providing expert advice to Ministers, executives, and key stakeholders on policies and opportunities that foster sectoral, place or industry-specific approaches to vocational skills development and social policy.
5. Build trusted relationships with internal and external stakeholders to maximise collaborations and effectively deliver strategic policies, projects, and objectives.
6. Establish and foster effective collaborations and strategic alliances with key government stakeholders, external clients, and partners to maximise opportunities across priorities and resolve complex issues.
7. Provide representation at relevant high-level intra and intergovernmental committees and working groups to represent, promote, influence, and advocate for the interests and positions of the Department and Government.
8. Contribute to and ensure a safe, diverse and healthy work environment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies.
9. Demonstrates and upholds the DSD Customer Service Principles and Service Standards in the provision of high quality, consistent and professional service to our customers through being responsive, knowledgeable, timely and respectful in all interactions.

The Capabilities You Will Bring (key competencies)

Essential Experience and Capability:

- Demonstrated ability to lead through ambiguity and complexity, making sound, timely decisions in the absence of complete information, and adapting strategies in response to emerging opportunities, risks and government priorities.
- Strong strategic capability, including experience developing and evaluating policy and strategy that contributes to broader government, economic and social objectives, and the ability to position South Australia's interests within national intergovernmental architecture.
- Highly developed political acumen and sound understanding of government and intergovernmental processes, priorities, decision-making and public sector accountabilities.
- Demonstrated ability to quickly acquire and apply knowledge in new and complex policy environments, including navigating national and state policy architecture to identify opportunities for South Australia, and interpreting relevant legislation, policy settings and reform priorities.
- Proven ability to lead, manage and undertake high-level research, analysis and problem solving on complex and sensitive issues.
- Highly developed stakeholder engagement, influencing and negotiation skills, with the ability to build productive relationships and progress outcomes in complex and politically sensitive environments
- Proven ability to lead multidisciplinary teams in complex environments, including developing capability, managing performance, leading through change, and fostering a culture of accountability, collaboration and continuous improvement.
- Contribute to broader organisational leadership, shaping divisional and departmental strategy, influencing organisational priorities, and working collaboratively across teams to deliver outcomes.

Personal Skills:

- Leads with a deliberate and values-driven approach, fostering an environment that is inclusive, curious, and open to diverse perspectives to achieve the best outcomes for all in the VET system and within the team environment.
- Leads with self-awareness and authenticity, creating an environment where diverse perspectives are valued, people feel supported to contribute and high standards of performance and accountability are maintained.
- Think strategically, conceptually, creatively and resolve complex problems, at both strategic and operational level.
- Assimilate high volumes of complex and sensitive information and data to evaluate and draw sound conclusions, propose recommendations, and deliver accurate reporting.
- Excellent relationship management skills that bring together diverse stakeholders to work towards shared objectives.
- Communicate clearly, concisely, and influentially, verbally and in writing, with people at all levels including proven ability to consult, negotiate and manage conflict with tact and diplomacy.
- Initiative and motivation to learn new skills as required by the position.
- Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately.
- Operate under broad direction, exercise a high level of judgment, and determine and manage competing strategic priorities to meet deadlines and address corporate objectives.
- Model PS Act public sector principles and practice, ethical decision making, WHS and injury management, equity/diversity strategies and change management.

Qualifications:

- **Essential:** Tertiary qualification in a relevant discipline and/or significant workplace experience in relevant roles.
- **Desirable:** Post-graduate or vocational qualifications and or demonstrated experience in leadership and management, economics, public policy, engagement, or related disciplines.

Reporting / Working Relationships

- **Reports to:** Director, Skills Policy and Quality
- **Direct Reports:** 5
- **Works with:**
 - A range of internal and external stakeholders including Department for Education, State, Local and Australian Government counterparts and executives and Ministerial Advisers and other ministerial staff.

DSD Working Conditions

- Compliance with Government legislation, Code of Ethics for the SA Public Sector, DSD policies and procedures, including ethical / accountable resources and information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Out of hours work may be required.
- Intra state and interstate travel may be required.
- The incumbent may be assigned to another position at this remuneration level or equivalent, including across teams in this Agency.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The successful applicants will be required to demonstrate they have undergone appropriate assessment prior to being employed.
 - ☒ National Police Check (NPC)
 - ☐ General Employment Probity Check (DHS)
 - ☒ Working with Children Check (DHS)
 - ☐ Baseline Vetting
 - ☐ Negative Vetting 1