

Role Description

Principal Policy Lead

Classification: ASO8

Group: Skills SA

Position Number: P45593

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 Skills, Policy and Quality Directorate has responsibility for state based strategic skills policy development, direction and advice, and intergovernmental relations on National Skills Policy and Reform.

The Principal Policy Lead is responsible for leading the development of strategic policy advice and the initiation, development, and delivery of strategic policy and projects related to national and state reforms. This is an excellent opportunity for someone wanting to join a passionate, high-performing team, and to further apply and develop their professional expertise in policy development, high level project management, stakeholder engagement, high-level communication skills and experience and knowledge of Vocational Education and Training.

What you will do (results to be achieved)

1. Initiate and conduct high level, strategic policy and planning, including substantial contribution to the development, implementation, and monitoring of strategic policies and policy projects related to vocational education and skills development which support Agency, State and National objectives.
2. Initiate and lead strategically focused stakeholder consultations to influence and contribute to the innovative design and development of new and critical policies, programs, and funding models that support National and state VET reform initiatives.
3. Lead working groups of staff from across the Department or Government as required to address specific policy matters that interact with the areas of interest to Skills SA and also to support, coordinate and ensure the delivery of Skills SA strategy responses that address State and National vocational education and training directions.
4. Coordinate and review advice from across the Department or Division for the participation of Executives in State or National forums.
5. Ensure the effective resolution of urgent enquiries from Government agencies, the general community, worksites and unions by working closely with other Divisions. Preparation of briefing papers, Cabinet documents, Parliamentary Briefings, reports, responses to ministerial inquiries and other issues of a complex and sensitive nature.
6. Provide high level input and leadership to ensure the maintenance and delivery of efficient work practices within the Policy and Strategy Team.
7. 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.
8. 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 Technical Experience and Knowledge:

- Demonstrated experience with strategic policy, and expertise in the development, implementation and evaluation of critical and complex policies that support government objectives, including extensive research, analysis, influencing and creative and strategic thinking
- Demonstrated ability and experience in managing complex stakeholder engagements to inform high level government investment strategies.
- Demonstrated high level and significant experience in managing complex critical, multi-faceted and high-profile projects, including managing competing pressures, tight timeframes and risks.
- Demonstrated experience in leading and supporting strategic policy, planning and strategy development processes involving high level and sensitive consultation and negotiation, including developing and maintaining long term mutually beneficial relationships and networks with diverse stakeholders.

Personal Skills:

- Proven ability to use initiative and creativity and to work successfully under limited supervision with high order organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines while handling multiple sensitive issues.
- Proven ability to rapidly assess the policy and strategy implications of proposals and suggest appropriate changes and negotiate these changes with a range of stakeholders.
- Demonstrated high level interpersonal, written and verbal communication skills to present complex and sensitive concepts clearly, prepare high-level documents, successfully negotiate effective outcomes and deliver a range of complex and strategic advice and consultancy services.
- Experience contributing to policy or reform work that supports improved outcomes for Aboriginal and Torres Strait Islander people in South Australia.

Qualifications:

- **Essential:** A tertiary qualification in a field relevant to the position, and/or substantial relevant professional experience
- **Desirable:** Nil

Reporting / Working Relationships

- **Reports to:** Manager, National
- **Direct Reports:** Nil.
- **Works with:**
 - Department Executives and other senior staff of the Department.
 - Liaison with a broad range of senior personnel in other government agencies (State and National) and people from special interest groups.
 - Represent the Directorate in governance groups and forums.
 - May represent the agency in cross government, stakeholder and community forums.
 - Expected to provide leadership, mentoring and advice to others in the team.

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