

Role Description

(Supervisor/Team Leader)



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

Role Title: Program Manager, Environmental Evaluation and Reporting

Division: Biodiversity and Nature Economy

Classification Level: ASO8

Branch/Unit: Biodiversity Science, Coasts and Information / Environmental Science and Research Partnerships

CHRIS Position Number: NEW

Reports to (Title): Manager Environmental Science and Research Partnerships

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

About the Role

The Program Manager, Environmental Evaluation and Reporting leads the strategic direction, planning, and coordinated delivery of environmental evaluation and reporting initiatives that support evidence-based policy advice, products and deliverables to multiple stakeholders. The role will embed the application of evidence into key initiatives including the Department's trend and condition reporting, develop clear frameworks and deliver evaluation and reporting required for the implementation of the *Biodiversity Act 2025* (the Act), the State Biodiversity Plan and State of the Environment reporting.

The role leads by creating a safe and inclusive culture and ensuring the teams' work programs are integrated effectively across the branch, agency and government. The role will also provide leadership in the coordination of partnerships across DEW, other state government agencies and the research sector to support the mobilisation of external expertise and outcomes to support Government priorities in relation to environmental science, evaluation and reporting.

Key Role Outcomes

- Leadership is provided to diverse teams of professional staff ensuring they are empowered, motivated, have appropriate expertise and meet personal, professional and performance goals and work standards.
- Ministers, Executives and senior officers are supported through the provision of critical, high quality and timely analysis and advice on highly complex and technical information, legislation and scientific evidence.
- Priority objectives and outcomes of evaluation and reporting strategies and initiatives, including implementation of the Act, development and delivery of the State Biodiversity Plan and State of the Environment reporting, are consistent with government direction and delivered through effective management of projects and programs.
- Strategic partnerships with key stakeholders are developed and high-level negotiations with other jurisdictions and organisations are negotiated to mobilise science expertise and research outcomes to support Government priorities in relation to environmental science.
- Quality assurance in the use of evidence in government policy and decisions is provided through effective delivery of trusted science, data and information.
- Agency and government interests are represented in relevant working groups and committees, including inter-jurisdictional forums.

- 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.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Proven track record in effectively supervising a team, and the ability to foster a collaborative environment to achieve organisational goals.
- High-level experience in the development of frameworks and delivery of environmental evaluation and reporting, including a demonstrated ability to apply scientific data and evidence to inform policy, strategy and decision-making.
- Demonstrated experience in developing and maintaining strategic partnerships and influencing outcomes across government, research institutions, industry and other stakeholder groups.
- Experience in the management of strategic, complex and sensitive policy projects or programs including project scoping, funding, preparation and meeting of budgets, endorsement and implementation phases.
- Demonstrated ability to communicate complex and sensitive information accurately while being attentive to the political and social environment.

Desirable Criteria

- Tertiary qualification in Environmental Science, Natural Resource Management or similar is desirable.
- Experience as a member of state and/or inter-jurisdictional committees and working groups.
- Sound understanding of natural resources management and integrated natural resources management policy and practice.

Direct Reports

- Principal Advisor Evaluation (PO4 X 1.0 FTE)
- Senior Scientific Officer Evaluation (PO3 X 2.0 FTE)

Key Relationships/Interactions

- Works collaboratively with the Director Biodiversity Science, Coasts and Information, managers and relevant staff across the agency.
- Effective working relationships and networks are developed and maintained with key stakeholders, including other State and Commonwealth government agencies, industry groups, universities and other relevant scientific institutions.

Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- 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.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Leading and Influencing Change • Thinking and Acting Strategically	• Anticipates the drivers and obstacles to changes and identifies ways to build on or decrease their impact. • Recognises the likely implications of change upon the various stakeholders and is adept at working through these in a consultative way. • Ensures business planning is aligned with the intent of the Agency's strategic directions.
Achieves Results	• Delivering Effective Outcomes	• Uses performance data, reports and measures to monitor, encourage and develop team to deliver outcomes.
Drives Business Excellence	• Directing Resources • Optimising Performance	• Delegates responsibilities effectively and establishes clear roles and expectations as well as feedback mechanisms. • Monitors performance and takes action when required to improve delivery of outcomes. Ensures ongoing performance management to provide clarity of role, staff responsibilities and expected standards.
Forges Relationships and Engages Others	• Influencing and Negotiating • Establishing and Maintaining Networks	• Effectively uses data and understanding of specific audience's perspectives to present a compelling argument, engage others and achieve positive outcomes. • Thinks long term about fostering key relationships and partnerships to optimise outcomes for the Agency.
Exemplifies Personal Drive and Professionalism	• Displaying Flexibility and Resilience	• Able to maintain focus and momentum in ambiguous or turbulent situations.

Work Health and Safety

Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.

- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

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 and act in accordance with the Child Safe Environment Policy and Procedure at all times.

Date Delegate approved original classification:	23 June 2026	Original Class method:	Comparison
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