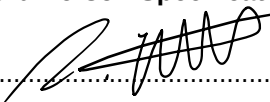


Job and Person Specification

Title of Role:	Policy and Project Officer	Remuneration Level:	ASO5
Section:	Strategic Policy & Legislative Services	Type of Appointment:	Ongoing
Business Unit:	SafeWork SA	Position Number:	P49667

Job and Person Specification Approval

.......... 6/04/2023..
DELEGATE

SafeWork SA

SafeWork SA (SWSA) is responsible for providing work, health and safety, public safety and state-based industrial relations services across South Australia. As a regulator, Investigators and Inspectors ensure work, health and safety, and public safety standards are met and appropriate action is taken when breaches of laws are detected.

SafeWork SA Values

- Professionalism
- Respect
- Integrity
- Service



Primary Purpose

The Policy and Project Officer is a member of the SafeWork SA Strategic Policy and Legislative Services Team accountable to the Director, Workplace Education and Business Services for:

- supporting legislative reform projects led by the Strategic Policy and Legislative Services Team;
- provide sound regulatory policy advice, and draft briefings, policies, procedures, and related documentation to inform decision making
- delivering high quality project and business outcomes that meet agreed strategic objectives;
- communicating progress of project activity and deliverables;
- collaborating with internal and external stakeholders

Reporting Relationships

Reports to: Project Lead, Strategic Policy and Legislative Services

Key Relationships/Interactions

- Director Workplace Education and Business Services
- Agency-wide liaison with SafeWork SA's executive team, managers and staff
- Liaison with staff from the Office of the Minister for Industrial Relations and the Attorney-General's Department
- Liaison with industry stakeholders representing employers, employees and community groups
- Liaison with members of advisory committees and a wide range of working groups

Key Challenges

- Will be required to manage multiple concurrent tasks, dealing with competing pressures, multiple stakeholders, unplanned change and meeting tight timeframes.

Special Employment Conditions

- Engagement in this role is subject to a satisfactory Department of Human Services General Employment Probity Check. A renewal will be required every three years
- Some out of hours work may be required to meet the needs of the role.

AGD Conditions

- Engagement in this role is subject to a satisfactory National Police Clearance
- Participation in bi-annual Performance Management Program.
- Actively participate in all mandatory training requirements.
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department



Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include

- Flexitime
- Part time
- Job Sharing
- Compressed Hours
- Work from home or telework arrangements
- Remote working arrangements

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Policy and Project Officer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Provide high quality advice on Government legislation/policies	• Prepare high-level briefings reports and correspondence, including briefings and correspondence for the Responsible Minister, Parliamentary Briefing Notes and Estimates briefings. • Prepare high-level Cabinet documentation. • Interpret legislation, Australian Standard and other technical information and construct easy to read plain English advisory material and related documentation. • Contributing to legislative development, as required	• Policy advice is of a high quality, accurate and provided in a timely manner • Written documentation prepared with limited direction to the timeliness and quality standards set by SafeWork SA and the Minister for Industrial Relations. • Timelines set by SafeWork SA management are achieved. • High quality service delivery
Conduct high-level research and provide technical advice	• Liaise with technical staff and undertake research with a view to providing easy to read reference and material to information.	• High level advice, in various forms to address new and/or emerging issues, provided.
Project Delivery	• Coordinate and undertake projects or phases of projects • Research and analyse information, prepare reports and briefings on matters	• Provide timely, expert advice to the project team in order to determine impacts to processes, systems etc.



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	pertaining to projects as directed. • Prepare written material to support the planning and delivery of projects • Monitor project documents recommending changes to projects/programs that may be required. • Undertake the collection and collation of information from a range of sources. • Monitor and implement agreed project schedules. • Manage actions to rectify variations from agreed project plans. • Develop and maintain project management plans and associated documentation including forecasting and reporting • Review and record project progress, issues and outcomes, communicating to management in a timely manner.	• Produce quality documentation • Achieve desired outcomes • Stakeholder satisfaction
Communication and Relationship Building	• Establish and maintain open and effective working relationships with management and project stakeholders. • Liaise and consult with project stakeholders in the delivery of project outcomes.	• Stakeholders consulted where appropriate with regard to delivery of project outcomes.
Contribute to Culture	• Actively participate and contribute to responsible and safe work practices; • Embrace diversity and cultural differences in the workplace.	• Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered;



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	Contributing to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.	- Respectful behaviour observed when faced with diversity/differences in opinion. - Individual differences are encouraged and accommodated in the workplace.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	- An understanding of the work health and safety and relevant workplace relations legislation (both state and national) and associated policy issues and trends, or the ability to acquire that knowledge - High-level written and verbal communication skills with a proven ability to communicate to a wide audience. - Excellent verbal, written and particularly advisory writing skills, with proven research, analytical, and problem solving skills. - Ability to work collaboratively with and consult with, industry and Government stakeholders with a view to providing explanatory material and advice on Government policy - Demonstrated knowledge of project management principles and experience in project management. - Experience in developing and maintaining effective networks and operational relationships with internal and external clients and stakeholders. - Experience in understanding and applying appropriate legislation. - Demonstrated ability to exercise initiative and possess sound judgement. - Proven ability to remain flexible in an environment of competing priorities and work pressures. - An awareness of the relevant legislation, policies and procedures, including Code of Conduct, EEO and cultural inclusion. - An understanding of and ability to work to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Work Health and Safety Act 2012. - An awareness of and ability to work to the spirit and principles of AS/NZS ISO 31000 Risk Management.
Technical Expertise (Desirable)	- An understanding of the South Australian Parliamentary process and Cabinet processes or the ability to acquire that knowledge - Experience in the preparation of reports and submissions. - Ability to work independently or with minimal supervision.



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Behavioural Capabilities

The Performance Matrix describes the behaviours expected of SWSA employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the Project Officer. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism



Element	Behaviours
Supports Strategic Direction	• Supports strategic direction and plans • Communicates plans in practical terms to others • Identifies and manages risk as appropriate and escalates as necessary • Is sensitive to political drivers influencing priorities and decisions • Actively participates in business planning • Contributes to the drive for change and innovation • Adapts quickly to changing and emerging priorities
Achieves and Monitors Own Results	• Sets and communicates clear expectations around quality of work and timeframes • Monitors progress towards achieving outcomes • Takes responsibility for the delivery of quality and timely results • Critically evaluates issues and ensures solutions are practical and achievable • Prioritises workload effectively and negotiates deadlines where appropriate • Measures performance and acts on opportunities for continuous improvement
Supports Service Delivery Excellence	• Identifies and raises awareness of trends, potential problems and opportunities • Uses capability and expertise of the workgroup to achieve outcomes • Identifies and delivers high quality internal and external customer service • Utilises available internal and external resources for optimal outcomes. • Contributes to a culture of financial responsibility, accountability and awareness • Translates performance requirements into achievable outcomes. • Effectively manages their own performance, managing(or influencing) the wider team performance • Provides clear, honest and timely feedback to others including recognising high performance and addressing non-performance where relevant to their role.
Establish Relationships and Engages Others	• Represents the agency and public sector effectively in public and government forums • Effectively identifies, manages and resolves conflict • Maintains awareness of the political context and acts accordingly • Develops effective working relationships and internal and external networks • Appropriately identifies and collaborates with relevant stakeholders • Shares information and knowledge • Tailors approach and communication style to suit the situation and audience • Identifies opportunities to negotiate for improved outcomes • Actively listens and communicates in a clear and concise manner



Element	Behaviours
Element	Behaviours
Supports Personal Drive and Professionalism	• Promotes a culture of respect and high ethical standards • Supports diversity and uses this to enhance outcomes • Maintains professionalism and confidentiality when dealing with sensitive issues • Constructively expresses own views and respects the views of others • Is aware of risks and makes decisions accordingly • Remains positive and recovers quickly from setbacks • Adapts effectively to change • Looks for opportunities to engage in development activities • Seeks feedback and reviews own performance • Ensures a focus on wellbeing for self and others and raises concerns where necessary

Acknowledged
by occupant

..... /..... /.....
(Print name) (Signature)

Acknowledged
by line manager

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(Print name) (Signature & title)

