

Role Description

(Non-Manager)



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

Role Title: Planning and Policy Officer

Division: National Parks and Public Lands

Classification Level: ASO6

Branch/Unit: Park Planning and Visitor Experience

CHRIS Position Number: P33930

Reports to (Title): Team Leader, Park Management Program

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

About the Role

The Planning and Policy Officer will address and resolve a range of protected area management matters through the provision of policy advice, park and reserve planning, and the coordination and implementation of projects. The role will have a focus on resolving a range of complex issues and engaging the right stakeholders to deliver effective outcomes.

Key Role Outcomes

- Planning for and management of protected areas, including reserve management plans, reflects government priorities and is conducted effectively and efficiently.
- Expert policy advice and written briefings facilitate decision making by senior management, the Minister for Climate, Environment and Water, government agencies and other stakeholders.
- Policy and projects are planned, implemented and reviewed to address protected area management matters.
- Robust research and information analysis supports the development of policy, plans, projects and additions to or excisions from the protected area system.
- Stakeholders are identified and engaged with to inform management plans, policy and project objectives. This includes consultation and liaison with departmental staff, traditional owners, special interest groups and the community, use of appropriate engagement strategies, and representing the department at meetings and other forums as required.

Essential Criteria (including qualifications)

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

- Has contemporary knowledge of protected area principles and practices and can read and understand the intent of protected area and associated legislation and regulations.
- Has a broad understanding of land tenure, especially in relation to the protected area system.
- Shows accuracy in researching and analysing information and interpreting it to reach useful conclusions.
- Is able to evaluate information, identify accurately and break down appropriately the underlying issues in a way that demonstrates clear understanding of the problem to ascertain a practical solution that is aligned with organisational/customer needs.

- Writes fluently, conveying complex information in a way that the reader will easily understand its message.
- Sound understanding of legal principles that underpin the administration of legislation and delivery of policy.
- A current class “C” driver’s licence and willingness to drive, is essential.

Desirable Criteria

- Tertiary qualifications in the field of protected area management or environment studies.
- Experience working with Aboriginal Communities.

Key Relationships/Interactions

- DEW staff, including project steering committees
- First Nations peoples and their representatives
- External community, industry and Government stakeholders
- Other Government departments

Special Conditions

- Will 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.
- May be required to undertake intrastate travel involving occasional overnight absences, work outside of the normal hours of work and attendance at public meetings.
- 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.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Creating Vision and Direction • Leading and Influencing Change	• Ensures own work is aligned with the Agency’s strategic priorities. • Facilitates change across the agency by providing informed advice and/or useful systems and tools to other managers.
Achieves Results	• Delivering Effective Outcomes • Making decisions	• Sets priorities for self and manages workflow in order to achieve outcomes on time. • Ensures decisions taken abide by legislation, regulations and policies.
Drives Business Excellence	• Promoting Customer Service	• Works constructively with diverse people, including Aboriginal communities, to deliver high quality and responsive services and demonstrates flexibility in service delivery as appropriate.

Forges Relationships and Engages Others	- Establishing and maintaining networks - Influencing and negotiating	- Forms constructive relationships with key stakeholders within and outside of the Agency, including significant partnerships with Aboriginal communities. - Listens to the views of stakeholders and tailors' advice or recommendations to gain greater engagement and achieve positive outcomes. - Builds credibility with stakeholders and customers by demonstrating reliability and respect and uses this credibility to negotiate outcomes.
Exemplifies Personal Drive and Professionalism	- Displaying Flexibility and resilience - Integrating Diversity in the Workplace.	- Engages positively with ambiguous situations and demonstrates flexibility in thinking. - Acts from the principles of equity, diversity and social justice.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

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](#).
- Actively participate in the Department's Performance Review and Development Program.
- 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:	28/06/2024	Original Class method:	Full
Updated:	RD Update only	Date this version approved by delegate:	18/02/2026