

Role Description

(Manager)



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

Role Title: Team Leader Monitoring and Evaluation

Division: Corporate, Heritage and Climate Action

Classification Level: PO4

Branch/Unit: Green Adelaide

CHRIS Position Number: M21019

Reports to (Title): Manager Strategy and Performance

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

About the Role

The Team Leader Monitoring and Evaluation leads a range of monitoring and evaluation activities across the region providing team leadership, specialist expertise and guidance in evaluating the success of the Green Adelaide Regional Landscape Plan, monitoring environmental change and the development and maintenance of environmental data and evidence.

The role supports the Green Adelaide Board, refer [Green Adelaide](#).

Key Role Outcomes

- Expert technical advice and input is provided to guide strategic planning, policy and decision making within the region/agency.
- Complex projects are effectively formulated, implemented, managed and evaluated through high level oversight. These projects relate to evaluating the success of the Green Adelaide Regional Landscape Plan - ensuring robust performance, accountability, and alignment with organisational objectives, environmental change in the region and the development and maintenance of environmental data and evidence.
- Collaborative working relationships are developed and maintained with key stakeholders within the branch, the department and with local and state government authorities for the purpose of influencing the development of relevant programs and projects and encouraging the development and maintenance of environmental data and evidence.
- Data systems, processes and procedures are reviewed and enhanced with business system rules developed to improve data quality and support effective monitoring, evaluation and decision making.
- Leadership is provided to the team to ensure staff are empowered to deliver exceptional results, leveraging collective strengths and fostering a culture of continuous improvement.
- Ensure the effective management of human, financial and physical assets with the unit/team through appropriate planning and allocation of resources to achieve agreed business and strategic plans.
- Lead, develop and foster a positive work culture which is based on SA Public Sector Code of Ethics values and promote customer service, learning and development, safety, and welfare of employees, acknowledge differences and encourage creativity and innovation, which is highly responsive to the needs of the business, our partners and external clients.

- Provide timely and constructive feedback to subordinate staff 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]

- A university degree in evaluation, business, public policy or natural resources management (or equivalent).
- Relevant post graduate qualifications and/or extensive relevant discipline experience.
- Demonstrated ability to skilfully communicate complex and/or sensitive information in a way that the language, tone and format suit the target audience and engage them in communication.
- Demonstrated experience in understanding and considering complex and sensitive challenges and formulating recommendations for solutions.
- Demonstrated experience and well developed skills in involving key stakeholders in a diplomatic manner to resolve complex and significant problems.
- Demonstrated ability to clearly communicate data driven insights to support understanding and uptake of new approaches.
- Demonstrated ability to adopt innovative approaches and apply new ways of thinking to improve business outcomes and ways of working.
- Demonstrated comprehensive experience in managing the provision of technical advice to inform policy and/or Natural Resource Management.
- Demonstrated comprehensive experience and professional expertise in managing complex projects and multidisciplinary teams.
- Sound and current understanding of a range of information management systems including geographic information systems (GIS).
- Experience in leading teams showcasing strong leadership skills in driving projects from inception to completion, while prioritising team cohesion, high performance, and stakeholder satisfaction.
- A current class “C” driver’s licence is essential.

Direct Reports

- Senior Scientific Officer (PO4 X 1.0 FTE)
- Information Management Officer (ASO6 X 1.0 FTE)
- Regional Data Officer (ASO5 X 1.0 FTE)

Key Relationships/Interactions

- Monitoring and Evaluation team
- Green Adelaide Branch staff, Board and committees
- DEW and other state and local government agencies
- Liaises with various stakeholders, community members and staff from other Government departments and inter-jurisdictional agencies as appropriate
- External Contractors

Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies.
- 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.
- This role has been identified as a:
 Position of trust ☒ Prescribed position ☐ Not applicable ☐

The following screening check(s) is/are required:

- You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry. DEW will cover the cost of renewal.
- Inter and intrastate and remote area travel may be required, including travel in light aircraft, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Creating Vision and Direction • Leading and Influencing change	• Leads business planning to enable future directions at the same time as providing clarity for the present. • Ensures linkage of operational activities to the Agency's objectives and program strategies. • Recognises the likely implications of change upon the various stakeholders and is adept at working through these in a consultative way.
Achieves Results	• Delivering Effective Outcomes • Assuming Accountability	• Demonstrates a purpose and persistence in driving for outcomes in programs and projects. • Acts confidently and decisively to achieve outcomes even when under pressure. • Fully accepts and wisely exercises the accountabilities and delegations of their role. • Seizes appropriate opportunities to work towards successful outcomes for the Agency.
Drives Business Excellence	• Facilitating Quality and Continuous improvement • Directing Resources	• Encourages others to continually challenge existing thinking, systems and procedures and make recommendations for improvement. • Proactive in identifying opportunity for and introducing future improvements. • Advocates for the resources needed to get the work done in their area of responsibility. • Effectively sets and monitors costs for their area of responsibility.

Forges Relationships and Engages Others	• Influencing and negotiating • Using Political Savvy • Establishing and Maintaining Networks	• Can successfully influence a broad range of stakeholders with differing viewpoints towards a common position. • Pays attention to working collaboratively with a diverse range of internal and external stakeholders for the benefit of the Agency. • Is confident, adept and flexible in dealing with a range of diverse internal and external stakeholders.
Exemplifies Personal Drive and Professionalism	• Displaying Flexibility and Resilience	• Able to maintain focus and momentum in ambiguous or turbulent situations. • Deals positively with pressure, consistently maintaining an optimistic outlook and recovering quickly from setbacks.

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.

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