

Job and Person Specification

Title of Role:	Government Relations Officer	Remuneration Level:	ASO5
Section:	Strategic Policy and Legislative Services	Type of Appointment:	Ongoing
Business Unit:	SafeWork SA	Position Number:	P26559

Job and Person Specification Approval



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 Government Relations Officer provides strategic government relations and stakeholder engagement support to SafeWork SA, facilitating effective relationships with Commonwealth, State and Territory governments, regulators and key external stakeholders.

The role coordinates SafeWork SA's participation in intergovernmental committees and forums and supports the development of coordinated policy positions on emerging work health and safety and industrial relations matters. The role performs a secretariat function and assists in the provision of high-quality strategic advice to senior executives, enabling informed decision-making and effective representation of South Australia's interests at state and national levels.



Operating within a politically sensitive environment, the role requires sound judgement, strong stakeholder engagement skills and the ability to navigate complex government processes and competing priorities.

Reporting Relationships

Reports to Team Leader, SPLS

Key Relationships/Interactions

- Agency-wide liaison with SafeWork SA's executive team, managers and staff
- Liaison with the Office of the Minister for Industrial Relations and the Attorney General's Department (AGD)
- Liaison with key state, national stakeholders including Safe Work Australia staff, committee chairs and key staff from regulators including the Commonwealth and other states and territories

Key Challenges

- Maintaining high quality output while managing high volumes of work within tight deadlines, often in an environment of conflicting and politically sensitive priorities.

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 Government Relations Officer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Manage the secretariat function to support Executive Members to lead state-based strategic meetings, committees and groups	• Coordinate, plan and provide high level support to the Executive member/chair for each committee. • Manage engagement with stakeholders to coordinate agendas, papers and logistics. • Take accurate minutes and coordinate actions arising from each forum. • Assist in the facilitation of effective meetings. • Draft relevant briefing papers and correspondence.	• Briefing papers, meeting packages and other prepared material is of a high quality. • Timelines agreed to by SafeWork SA Executive are actively monitored and achieved. • High quality service delivery. • Strong relationships with key stakeholders are developed and maintained.
Coordinate the South Australian representatives' participation in national strategic meetings, committees and groups	• Coordinate, plan and provide high level support to the representative for each national meeting. • Coordinate briefing papers on complex issues, including undertaking research, analysis, quality assurance. • Prepare and provide high-quality meeting packages. • Coordinate the key priorities of the Strategic Policy and Legislative Services Team.	• Briefing papers, meeting packages and other prepared material is of a high quality. • Timelines agreed to by SafeWork SA Executive are actively monitored and achieved. • High quality service delivery. • Strong relationships with key stakeholders are developed and maintained.
Coordinate and participate in the	• Liaise with internal and external staff to provide expert	• Advice given to key stakeholders is thorough and trusted.



development of quality and timely strategic policy briefings, correspondence and other written material.	advice on committee processes and function. • Coordinate the preparation of high quality briefing papers and correspondence to internal and external stakeholders of the agency. • Participate in the preparation of other written material to support business unit needs.	• Briefing papers and correspondence prepared is of a high quality. • Timelines agreed to by SafeWork SA Executive are actively monitored and achieved. • High quality service delivery. • Strong relationships with key stakeholders are developed and maintained.
Maintain effective systems, and protocols	• Identify, research, plan, develop and coordinate the implementation of projects to improve systems, procedures and protocols to ensure meaningful participation in state and national meetings.	• Systems, policies and procedures represent best practice and efficiency.
Maintain up to date records and knowledge	• Maintain accurate records of meeting outcomes, including minutes and decisions. • Maintain up to date knowledge of current issues and trends affecting the operations of committees.	• Maintain records in accordance with State Records requirements and expectations of SafeWork SA Executive. • Timelines set by SafeWork SA management are achieved.
Compliance	• Responsible and accountable for adhering to all relevant legislation. • Keep accurate and complete records of business activities in accordance with the <i>State Records Act 1997</i>.	• Active participation and contribution in responsible and safe work practices. • Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department. • Documents and correspondence filed according to <i>State Records Act 1997</i>.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	• Demonstrated experience supporting policy, legislative or intergovernmental processes, or boards and committees. • Demonstrated experience managing relationships with government, regulatory or public-sector stakeholders. • Demonstrated ability to manage high volumes of work and meet tight deadlines whilst retaining objectivity and ensuring confidentiality of sensitive material. • Excellent verbal written and writing skills with proven research, analytical and problem-solving skills. • Proven ability to work with limited direction and exercise initiative and judgement in identifying and resolving complex and sensitive issues in a time critical environment. • Well-developed experience in establishing, maintaining, and reviewing work practices, systems and procedures to enhance service delivery. • Proven interpersonal skills, including the ability to liaise effectively with a range of stakeholders with tact and diplomacy. • Proven ability to work in a multi-disciplinary and political environment to achieve successful outcomes with minimal direction. • Demonstrated ability to work as a member of a team or small unit and contribute to a spirit of team cooperation. • An awareness of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion • An understanding of 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)	• Knowledge of intergovernmental relations and national policy frameworks. • Knowledge of work health and safety and industrial relations laws and systems. • Knowledge of the structures, decision making and administrative processes and culture of government and the public sector. • Knowledge of the objectives, roles and responsibilities of SafeWork SA and AGD, including an understanding of the role of key stakeholders in policy development. • General understanding of the practical application of policies, procedures and legislation in the work environment.



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 Government Relations Officer role. 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 (Operational)	• Supports strategic direction and plans. • Identifies and manages risk as appropriate and escalates as necessary. • Actively participates in business planning. • Adapts quickly to changing and emerging priorities. • Contributes to the drive for change and innovation
Achieves and Monitors Own Results (Operational)	• 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
Supports Service Delivery Excellence (Operational)	• Identifies and raises awareness of trends, potential problems and opportunities. • Identifies and delivers high quality internal and external customer service. • Utilises available internal and external resources for optimal outcomes
Fosters Working Relationships (Tactical)	• Consults and seeks the views of relevant stakeholders. • Develops effective working relationships with internal and external networks. • Shares information and knowledge as appropriate • Negotiates as necessary to achieve outcomes
Supports Personal Drive and Professionalism (Operational)	• Builds a culture of respect and high ethical standards. • 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. • Adapts effectively to change

Acknowledged
by occupant

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(Print name)

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(Signature)

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Acknowledged
by line manager

(Print name)

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