

Job and Person Specification

Title of Role:	Principal Policy Officer	Remuneration Level:	ASO6
Section:	Strategic Policy and Legislative Services	Type of Appointment:	Term
Business Unit:	SafeWork SA	Position Number:	TBD

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 primary purpose of the Principal Policy Officer is to provide high-level policy and legislative support on complex work health and safety and industrial relations matters.

Reporting Relationships

Reports to: Team Leader, Strategic Policy and Legislative Services



Key Relationships/Interactions

- 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

- Maintaining high quality output while managing high volumes of work within tight deadlines, often in an environment of conflicting priorities
- Contributing to the development of policy within a consultative framework

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.
- Occasional intra and interstate travel may be required.
- Must be prepared to undertake work relating to any aspect of legislation relevant to the Agency.

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 Principal Policy Officer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Provide high quality documentation in relation to complex issues	• Prepare high-level briefings and correspondence, including briefings and correspondence for the Attorney General, Parliamentary Briefing Notes and Estimates briefings. • Prepare high-level Cabinet documentation. • Prepare high-level reports, policy positions, and other written material. • Conduct high-level research and provide technical advice on complex work health and safety and workplace relations policy-related issues. • Conduct high-level research and provide technical advice on complex issues • Develop and maintain project management plans and associated documentation	• Written documentation prepared with limited direction to the timeliness and quality standards set by SafeWork SA and the Treasurer. • Timelines set by SafeWork SA management are achieved. • High quality service delivery • High level advice, in various forms to address new and/or emerging issues, provided.



Review and update legislation and associated documentation	• As required review state and national acts, regulations, codes and associated material and make recommendations to ensure they reflect contemporary community expectations. • Contribute to the development of simple, easy to understand guidance material.	• Reviews undertaken with limited direction to the timeliness and quality standards set by SafeWork SA and the Attorney General.
Provide high quality advice on Government legislation/policies	• Prepare high-level briefings, reports and correspondence. • Conduct presentations to internal and external stakeholders with limited supervision.	• Written documentation to be prepared to a high standard. • Presentations prepared with limited supervision to quality standards set by SafeWork SA.
Lead effective consultation with stakeholders on complex issues	• Lead effect consultation through a variety of processes (i.e. correspondence, briefings, forums etc.) within a consultative framework.	• Strategic relationships with stakeholders developed and maintained • Lead stakeholder meetings, forums and information sessions
Lead Cabinet and Parliamentary processes	• Prepare high-level Cabinet documentation in response to complex issues • Prepare high-level Parliamentary Briefing Notes in response to complex issues. • Prepare Bill Folders.	• Written documentation and presentations prepared with limited supervision to quality standards set by SafeWork SA.
Manage complex projects	• Manage complex projects and activities that contribute to the key priorities of the Policy and Liaison Team	• Achievement of successful project outcomes on time and within budget.
Contribute to Culture	• Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. • 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.	• Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered. • 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 relevant industrial relations and work health and safety legislation and the major associated policy issues and trends, or ability to quickly build that knowledge • High-level written and verbal communication skills with a proven ability to write reports • Proven analytical and research skills, including an ability to think creatively and in an applied manner • Proven ability to remain flexible in an environment of competing priorities and work pressures • Substantial experience working with highly confidential and sensitive information and in making appropriate decisions about how and when such information is shared. • Consultation, negotiation and networking skills with ability to operate within a consultative framework with a range of stakeholders and to interpret and explain Government policy • Sound project development and management skills which includes the ability to identify and manage strategic and operational policy issues • Ability to work with limited direction and set work priorities in a time critical environment delivering high quality work in a timely manner • Ability to work cooperatively and effectively with a wide range of agency staff and stakeholders, in particular employer and employee representatives • An awareness of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion. • An understanding of and ability to work to 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)	• Relevant tertiary degree or postgraduate studies is desirable • Knowledge of the objectives, services and roles and responsibilities of SafeWork SA and AGD • General knowledge of the operations of the Parliament and Cabinet • Experience in the development, implementation and evaluation of policies and/or programs • Successful record of identifying customer needs, developing service strategies and providing quality customer service in either a public or private sector environment • Demonstrated knowledge and experience applying health promotion principles and practice, particularly in the work health, safety and wellbeing spheres.



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 Principal Policy 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
Strategic Focus (Tactical)	• Translates strategies and goals into achievable plans • Promotes creative and innovative thinking • Supports strategic direction and plans • Adapts quickly to changing and emerging priorities • Communicates plans in practical terms to others • Provide the information people need to protect their rights and understand their obligations
Results Orientation (Operational)	• Develops plans with clear outcomes and supports others to achieve them • Reviews performance and seeks opportunities to implement continuous improvement • 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
Service Delivery Excellence (Operational)	• Pursue innovative solutions and invest in technologies that make it easier to do business with our customers and our people • Commit to service excellence for all of our customers • Identifies trends, potential problems and opportunities and incorporates into plans • Uses capability and expertise of the workgroup to achieve outcomes • Translates performance requirements into achievable outcomes
Relationship Management (Operational)	• Represents the agency and public sector effectively in public and government forums • Work collaboratively with our partners to drive workplace reform • Develops effective working relationships and internal and external networks • Consults and seeks the views of relevant stakeholders • Negotiates as necessary to achieve outcomes • Actively listens and communicates clearly
Professional Approach and Drive (Tactical)	• Demonstrates and promotes professionalism and confidentiality when dealing with sensitive issues • Remains positive and recovers quickly from setbacks • Manage resources effectively and achieve savings targets • Promotes a culture of respect and high ethical standards • Looks for opportunities to engage in developmental activities • Provide the information people need to understand their obligations

Acknowledged by
occupant

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

Acknowledged by
line manager

..... / /
(Print name) (Signature & title)

