

Role Description

(Supervisor/Team Leader)



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

Role Title: Team Leader, Coastal Policy and Governance

Division: Biodiversity and Nature Economy

Classification Level: ASO8

Branch/Unit: Biodiversity Science, Coasts and Information

CHRIS Position Number: P34546

Reports to (Title): Manager Coasts

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

About the Role

The Team Leader, Coastal Policy and Governance is responsible for initiating and leading the development, implementation and evaluation of policy and governance initiatives for the management of South Australia's coastal environments in alignment with the DEW, Coast Protection Board and government strategic objectives and legislative obligations. The Team Leader, Coastal Policy and Governance provides Secretariat support to the Coast Protection Board, and leads a team to deliver strategic, policy and technical advice and inform decisions related to coastal protection, coast and marine environmental management and coastal development activities across South Australia.

Key Role Outcomes

- Leadership is provided to a team of professional staff ensuring employees are empowered, motivated, have appropriate expertise and meet performance goals.
- South Australia's Coastal strategies, policies and governance frameworks are initiated, developed, documented, implemented and promoted to achieve desired coast and marine environmental objectives.
- Coastal strategy, policy and governance is informed by comprehensive stakeholder engagement, technical research, data and information.
- Coastal governance frameworks, including related legislation, policies and programs at Commonwealth and State levels, are identified, evaluated and managed, and informs the continuous cycle of coastal policy and program improvement in South Australia.
- The Coast Protection Board is provided with strategic, high-level advice, executive services and leadership and transparent management of grants and other Board initiatives.
- The Department and South Australia is represented at various state and national committees and forums, to ensure coastal management policy and decision-making is aligned with national initiatives.
- Effective working relationships and networks are developed and maintained with key stakeholders, including within DEW, with Commonwealth, State and Local Government agencies, industry and community stakeholders and the public.
- Effective supervision of staff is achieved by overseeing work allocation, time and attendance and leave management.
- Timely and constructive feedback is provided to direct reports to contribute to their effective performance and motivation and plan for their continued professional and technical development.

Essential Criteria

- Extensive experience applying current environmental policy issues.
 - Experience in leading, managing, coaching and guiding a team of professional staff to achieve outcomes.
 - Extensive experience leading the initiation, development, implementation and evaluation of environmental policy projects to meet organisational objectives.
 - Extensive experience in managing community consultation, with demonstrated success influencing a broad range of stakeholders from diverse backgrounds with differing viewpoints to reach a common position.
 - Experience in developing and utilising tailored change management strategies and plans to achieve change.
 - Demonstrated ability to identify, and take into consideration, government, community, commercial and political implications that may influence or impact on policy, strategy and program direction.
 - Ability to assimilate and interpret large amounts of complex information from a number of sources, draw out themes and identify gaps, challenge and test underlying concepts and ideas and evaluate information to reach useful conclusions.
 - Demonstrated ability to write with influence and convey very complex and/or sensitive information accurately whilst also being attentive to the political/social environment.
 - Proven track record in effectively supervising a team, and the ability to foster a collaborative environment to achieve organisational goals.
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Desirable criteria

- An appropriate degree or post graduate qualification in public policy, science (coast or marine management) or related discipline is highly desirable.
 - Experience in working within a Board context and/or government context is considered highly desirable.
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Direct reports

- Senior Policy Officer (ASO6 X 1.0 FTE)
 - Coastal Policy Officer (ASO5 x 1.0 FTE)
 - Project Officer Board (ASO4 x 1.0 FTE)
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Key Relationships/Interactions

- Works collaboratively with the Director Biodiversity Science, Coasts and Information, and members of the Coasts Unit and other departmental staff involved in coastal management, including the Coast Protection Board.
 - Liaises with a variety of external organisations, including industry and other government agencies, such as relevant local and commonwealth government agencies, Landscape Boards, universities and other research institutions, NGOs, and service providers.
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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.

- This role has been identified as a:

Position of trust ☒

Prescribed position ☐

Not applicable ☐

- The following screening check is 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.

- May be required to undertake intra or interstate travel, 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 • Thinking and Acting Strategically • Leading and Influencing Change	• Regularly and consistently communicates a direction that enables staff to understand the links to the Agency's and State's strategic directions. • Maintains a clear sense of strategic direction within the public sector and political environment. • Identifies and drives strategic change initiatives. • 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 • Making Decisions	• Demonstrates a purpose and persistence in driving for outcomes in programs and projects. • Uses performance data – reports and measures – to monitor, encourage and develop team to deliver outcomes. • Predicts and assesses the political impact of a decision as well as the impact on relevant stakeholders. • Takes into account information from a range of sources, including factual data and opinions of others. • Makes informed and timely decisions even in difficult and highly complex situations.
Drives Business Excellence	• Facilitating Quality and Continuous Improvement	• Proactive in identifying opportunities for and introducing future improvements.
Forges Relationships and Engages Others	• Influencing and Negotiating • Establishing and Maintaining Networks	• Able to recognise other viewpoints and demonstrate 'give and take' when appropriate. • Can successfully influence a broad range of stakeholders with differing viewpoints towards a common position. • Thinks long term about fostering key relationships and partnerships to optimise outcomes for 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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