



# Role Statement

|                        |                                      |                     |             |
|------------------------|--------------------------------------|---------------------|-------------|
| <b>Position title:</b> | Lead Analyst                         | <b>Position no:</b> | P26856      |
| <b>Classification:</b> | AS06                                 | <b>Review date:</b> | August 2026 |
| <b>Directorate:</b>    | Housing Policy and Projects          |                     |             |
| <b>Business unit:</b>  | Growth Monitoring and<br>Forecasting |                     |             |

## About us

Our department's primary objective is the delivery of homes and housing options for South Australians. In response to the national housing crisis, we are committed to accelerating the build of a diverse range of housing options. We strive to find solutions to the urgent demand for housing security.

Our mission focuses on coordinating various portfolios related to housing, housing infrastructure, urban development, and planning. By ensuring sound decisions and efficient management, we strive to create sustainable, well-planned communities offering safe and affordable housing options.

Housing Policy and Projects, a directorate of the Department for Housing and Urban Development is an innovative and impactful team of land and built environment professionals that manage the planning and land use systems and policy tools for the state. This includes strategic planning, growth management, design and land use services – all with a focus on creating more vibrant, diverse and engaging places for our communities to thrive.

Join us in our endeavour to address one of the most pressing challenges of our time and make a tangible difference in the lives of our community.

**OUR VALUES:** Professionalism | Service | Respect | Courage and Tenacity | Collaboration and engagement | Trust | Sustainability | Honesty and Integrity |

## About this role

The role provides expert advice and undertakes tasks on a range of programs that informs the management of urban growth and development in South Australia. The key focus areas for this role includes:

- Managing data (including spatial data) required for monitoring urban and regional development activity, demographic trends and socio-economic outcomes.
- Preparing data and information products in response to queries about population, housing, land and urban development.
- Preparing information to support population, housing and land supply forecasts for South Australia and its regions.
- Researching housing and urban development trends.

The role reports to the Manager Growth Monitoring and Forecasting and will liaise extensively with executive and senior management and provides support and guidance to less experienced professional and administrative staff. It will also involve providing advice to Minister and State Planning Commission on matters relevant to the role. The person will network, liaise and engage with a wide range of stakeholders across State and Local Governments, private sector, including industry groups and the general public.

## Who will you work with

- Reports to the Manager Growth Monitoring and Forecasting
- DHUD Directorates (Growth Management, Strategic Planning, Growth and Infrastructure Coordination Unit)
- State Planning Commission
- Other DHUD staff
- State and local government agencies
- Statutory Committees
- Development Industry Groups

## Conditions

- Some out of hours work may be required.
- Some intra state, international and interstate travel may be required.
- Required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.

- Compliance with Government legislation, Code of Ethics for the SA Public Sector, Departmental policies and procedures, including information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Required to obtain a National Police Check prior to employment. A renewal will be required every 3 years.

## What you will do

### Key responsibilities

#### Planning Projects and Programs

### Specified duties

- Implementing and/or coordinating assigned agency programs, projects, systems, policy development processes and/or services that are considered broad in scope and may include supporting related planning, change and improvement functions.
- Motivating and/or mentoring staff and controlling allocated resources to deliver assigned agency programs, projects, systems, policy development processes and/or services.
  - Resolving complex issues with innovative solutions that are consistent with Agency objectives which may include developing and selecting new techniques and methodologies appropriate to the discipline and agency.
  - Providing high level analysis, research, information and expert advice that will assist in the development of assigned agency

### Performance indicator/ measurement

- Develops plans with clear outcomes and supports others to achieve these.
- Identifies areas for system/process improvement.
- Produces quality and up-to-date documentation.
- Completes work in accordance with legislative procedures and within legislated timeframes.

**Leadership and  
Management of Direct  
Reports**

programs, projects, systems, policies and/or services.

- Undertaking critical, sensitive and/or complex information, consultation and/or negotiation processes with stakeholders and across government agencies.
- Coordinating investigations and preparing reports and recommendations on matters of some complexity and sensitivity.
- Contributing to a high standard of customer service for internal and external clients and quality management and risk
- Providing expert policy input and advice to management and stakeholders regarding current relevant discipline developments and issues related to assigned agency programs, projects, systems and/or services.
- Managing critical, sensitive and/or complex information and consultation processes with stakeholders and across government agencies.
- Supervise, train, motivate and/or mentor staff where required, coordinate resources and ensuring the standard of work quality, service delivery and/or compliance with regulations, codes, and specifications meets the Section's objectives.
- Develop and maintains effective and strategic networks, relationships and communication channels, both internal and external, to increase the

- Performance reviews for direct reports have 100% completion rate.
- Staff development is ongoing and staff are highly skilled and meet performance indicators.
- Any performance issues appropriately addressed.

effectiveness of the Division and achieve departmental goals.

- Supervise, train, motivate and/or mentor staff where required, coordinate resources and ensuring the standard of work quality, service delivery and/or compliance with regulations, codes, and specifications meets the Section's objectives.
- Manage performance reviews and development and provide mentoring and coaching to team members.
- Ensure equitable workloads throughout all operational teams.

## The capabilities you will bring

### Technical expertise

- Excellent knowledge of land and housing development processes in South Australia (desirable)
- Knowledge of methods and procedures for projecting population, housing and land supply at various geographic scales (desirable).
- Excellent knowledge of spatial information systems and analysis techniques (desirable)
- Advanced analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.
- Ability to access and interpret data from the Australian Bureau of Statistics and other sources.
- Demonstrated commitment to continuous improvement and innovation by challenging assumptions and established views and generating ideas to deliver goals more effectively.
- Ability to plan, prioritise and organise work to meet deadlines and competing demands.
- Proven ability to work under limited direction, independently or as part of a team, identify performance outcomes, plan and coordinate

**Personal abilities**

- activities, set priorities, achieve objectives within deadlines and make timely and well-informed decisions.
- Experience in dealing with sensitive and/or political issues with tact and diplomacy and maintaining complete confidentiality.
  - Ability to apply professional skills and techniques to interpret, review and implement policy, legislation and regulations.
  - Skills and capacity to provide quality team leadership.
  - High level written and oral communication skills.

**Experience**

- Experience working in an analytical role that involves spatial analysis, interpretation of complex data and/or research in an urban development or housing related field.
- Experience working in a politically sensitive environment.