

Role Description

(Manager)



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

Role Title: Manager, Dog and Cat Management	Division: Biodiversity and Nature Economy
Classification Level: SM1	Branch/Unit: Conservation and Wildlife
CHRIS Position Number: P01432	Reports to (Title): Director, Conservation and Wildlife

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

About the Role

The Manager, Dog and Cat Management provides high level secretariat advice and strategic direction to the Dog and Cat Management Board and significant policy development and relationship building (at state and national levels). The role provides strategic and operational leadership for the Dog and Cat Management Unit, ensuring effective management of staff, resources, budgets, procurement and governance while fostering a high-performance and customer-focused culture. As a key member of the Conservation and Wildlife leadership team, the role contributes to strategic direction setting in the Branch and ensuring work is integrated effectively across the Branch and Department.

The Manager, Dog and Cat Management also provides leadership and support in relation to the operational planning, monitoring and management of dogs and cats in accordance with the *Dog and Cat Management Act 1995* (the Act), the Dog and Cat Management Board's Strategic Plan, priority actions and objectives. The role is integral in influencing the successful delivery of legislative and policy changes through leadership and project management.

Key Role Outcomes

- Authoritative and informed advice is delivered to the Dog and Cat Management Board, DEW staff and other stakeholders on critical functions of Dog and Cat management, complex and potentially politically sensitive matters including the Act and Regulations.
- Complex and significant operational change is planned, stakeholders engaged, and the integrity and high standard of dog and cat management systems, policies and processes are upheld.
- Evidence based reports and briefings relating to strategy and legislative compliance are provided to executive leadership, the Dog and Cat Management Board and the Minister.
- Collaborative and positive partnerships are developed and maintained with key stakeholders to facilitate and enable the achievement of policy objectives.
- Stakeholder relationships, including the Minister and external partners, are effectively managed at state and national levels, enabling negotiation, influencing outcomes and the delivery of high-quality advice and workshops.
- Key risks relating to dog and cat management compliance issues and legislative change implementation are identified and managed, through the provision of timely expert advice, information and reports.
- 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.

- The Dog and Cat Management Board's objectives and program requirements are:
 - Supported by effective strategic planning and the scheduling, coordination and delivery of significant programs and projects;
 - Aligned with relevant policies and strategies, from development to implementation;
 - Supported by effective administration and governance (in accordance with DEW policies and procedures); and
 - Facilitated through the delivery of effective advice, project and contract management services including annual project management, Dogs and Cats Online and large and small contracts.
- 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, licences, certifications, tickets)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Demonstrated in-depth current knowledge of, or the ability to quickly grasp, the relevant aspects of Dog and Cat Management legislation and policy requirements.
- Demonstrated expertise in leading significant reforms or leading complex programs or projects across State and/or Local Government.
- Experience in leading teams showcasing strong leadership skills in driving projects from inception to completion, while prioritising team cohesion, high performance, and stakeholder satisfaction.
- Ability to accurately convey complex and/or sensitive information and advice to a range of stakeholders whilst also being attentive to the political and social environment.
- Experience in analysing complex information from diverse sources to identify emerging themes, gaps and risks, to inform evidence-based recommendations, and deliver high-quality ministerial and executive correspondence, briefings, project documentation and presentations.
- Demonstrated experience in developing collaborative relationships and negotiating successful outcomes with a wide range of stakeholders across Government and the community.
- Demonstrated experience in strategic planning and implementation.
- A current Class C driver's licence and willingness to drive is essential.

Desirable Criteria

- An appropriate qualification in Business Management, Public Administration or other relevant discipline is desirable.
- Demonstrated experience working with dog and cat management issues and interpreting related policies and processes is desirable.

Direct Reports

- Team Leader, Dogs and Cats Online (ASO7 x 1 FTE)
- Team Leader, Compliance (ASO7 x 1 FTE)
- Principal Policy Officer (ASO7 x 1 FTE)
- Senior Project Manager, Dogs and Cats Online (ASO7 x 1 FTE)
- Communications and Engagement Advisor (ASO5 x 1 FTE)
- Board Administration and Executive Support Officer (ASO3 x 0.4 FTE)

Key Relationships/Interactions

- Senior leadership, executives and the Minister for Climate, Environment and Water.
- Works collaboratively with the Dog and Cat Management Board.
- Liaises with key external stakeholders such as representatives from Councils including Mayors and Executive Managers, relevant industry bodies and interstate counterparts including state and Commonwealth government departments.
- Liasies with and fosters strong relationships with external partners such as the RSPCA, Animal Welfare League (AWL), Shelters and Rescue organisations, Vets, Dog Breeders and microchip implanters.
- Various external contractors / Service providers.

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.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.
- 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.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Creating Vision and Direction	• Leads business planning to enable future directions at the same time as providing clarity for the present. • Ensures linkage of operational activities to the Dog and Cat Management Board, and the Agency's, objectives and program strategies.

	• Motivating Others	• Uses different leadership styles effectively to enable others to achieve objectives.
Achieves Results	• Delivering Effective Outcomes • Assuming Accountability	• Uses performance data – reports and measures - to monitor, encourage and develop team to deliver outcomes. • Seizes appropriate opportunities to work towards successful outcomes for the Dog and Cat Management Board and Agency.
Drives Business Excellence	• Optimising performance • Directing Resources	• Monitors performance and takes action when required to improve delivery of outcomes. Ensures ongoing performance management to provide clarity of role, staff responsibilities and expected standards. • Delegates responsibilities effectively and establishes clear roles and expectations as well as feedback mechanisms. • Effectively sets and monitors costs for their area of responsibility.
Forges Relationships and Engages Others	• Influencing and Negotiating • Using Political Savvy	• Can successfully influence a broad range of stakeholders with differing viewpoints towards a common position. • Able to successfully handle political situations both internally and externally. • Pays attention to working collaboratively with a diverse range of internal and external stakeholders for the benefit of the Agency.
Exemplifies Personal Drive and Professionalism	• Displaying Flexibility and Resilience	• Adapts quickly and responds positively to the unexpected.

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.

Date Delegate approved original classification:	18 August 2026	Original Class method:	Full
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