



Role Statement

Position title: Principal Policy Officer
(Legislation)

Position no: P59090

Classification: ASO7

Review date: September 2026

Directorate: Office of Local Government

Business unit: Local Government Policy Unit

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.

The Office of Local Government (OLG) supports the South Australian system of local government, local government public policy and legislation, and associated statutory authority functions, including the South Australian Local Government Grant Commission, the Local Government Boundaries Commission, the Behavioural Standards Panel, and the delivery of the Municipal Services for Aboriginal Communities Program. OLG consults with local councils and provides advice on the South Australian system of local government and the operations of local government, particularly the framework for councils' decision-making, governance.

The Local Government Policy Unit is a key leadership role responsible for managing a small team that provides policy and legislative advice to the Minister for Local Government and administers the *Local Government Act 1999* and related legislation. The Unit also provides support to the Behavioural Standards Panel.

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 Principal Policy Officer (Legislation) is responsible for providing high level advice to the Manager, Local Government Policy Unit, and Director, Office of Local Government on the local government legislative framework, and advice that identifies governance improvements.

The Principal Policy Officer (Legislation) also takes a leading role in the development and implementation of public policy reforms to improve the local government framework in South Australia.

As part of a small team that provides advice to the Minister for Local Government on matters across the local government portfolio, this role also prepares high quality briefings, correspondence, Cabinet documents and other material on legislative and legal matters.

Who will you work with

- Reports to the Manager, Local Government Policy Unit.
- Director, Office of Local Government
- All levels of staff across department portfolios
- Ministerial and Cabinet Office
- Colleagues and officials across government, including ministerial advisors.
- Councils, local government, State and Commonwealth bodies.
- Statutory authorities, including the Behavioural Standards Panel.
- Key stakeholder groups, including the Local Government Association and local government representative groups.
- Specialist groups such as the Crown Solicitor's Office and the Office of Parliamentary Counsel.

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

Legislative and strategic policy development

Specified duties

Contribute to local government legislation, policy initiatives and reform programs.

Undertake complex research, analysis and evaluation of local government issues.

Provide evidence-based advice and recommendations on public policy and projects relating to local government policy.

Maintain relevant knowledge and understanding of current and trending issues to ensure relevant and timely advice.

Stakeholder engagement

Coordinate engagement processes and build productive relationships with councils, government agencies, the Local Government Association and community stakeholders.

Actively engage with other units from the department and state agencies.

Maintain effective working relationships and a network of strategic alliances with stakeholders.

Ministerial and executive support

Preparation of timely and well-researched submissions, briefings on complex legislation, legal and policy issues including Ministerial Briefings, Cabinet Submissions and Parliamentary Briefing Notes.

Prepare, correspondence, and submissions for senior executives and the Minister.

Performance indicator/ measurement

Identify, distil, interpret and present findings in a clear, effective and high-quality manner.

Communication is well written and tailored to different audiences and levels of understanding.

Successful contribution to policy development and implementation outcomes.

Stakeholders understand advice and the implementation of strategies.

Strong working relationships are maintained.

Communication is constructive and respectful.

Ministerial correspondence is attended to within the relevant timeframes is accurate, concise and clear.

Appropriate processes to deliver advice are followed.

Governance and continuous improvement

Promote Culture

Support best-practice governance, risk management and continuous improvement initiatives.

Actively participate and contribute to responsible and safe work practices.

Embrace diversity and cultural differences in the workplace.

Compliance with legislative, governance and organisational requirements.

Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered to.

Respectful behaviour is observed when faced with diversity and differences in opinion.

The capabilities you will bring

Technical expertise

- Strong understanding of South Australia's local government system, including the *Local Government Act 1999*.
- High level policy development, research, analytical and report writing skills.
- Ability to manage complex projects, engagement processes and stakeholder relationships.
- Knowledge of government decision making processes and statutory frameworks.
- Ability to provide authoritative advice on complex legislative and policy matters.
- Advanced written and verbal communication skills

Personal abilities

- Excellent communication and influencing skills.
- Strong judgement and evidence based decision making capability.
- Proven ability to contribute constructively to a team and to positively influence stakeholders.
- Ability to work independently under broad direction while contributing effectively as part of a team.
- Demonstrated resilience, adaptability and commitment to continuous improvement.
- Commitment to diversity, inclusion, cultural respect and workplace safety
- High level organisational skills and proven ability to determine priorities, cope effectively with high volumes of work and meet deadlines.
- Ability to develop collaborative and effective working relationships with a range of stakeholders, internal and external to government.
- Demonstrated ability to act in an ethical and confidential manner, with a commitment to professionalism in a high-profile client service environment.

Experience

- Experience working with local government, statutory authorities, boards, commissions or similar governance bodies.
- Experience and detailed knowledge of government processes, including decision making functions (e.g. Minister and Cabinet).

- Experience developing and implementing public policy, legislation, programs or projects in local government, government or related sectors.
- Experience producing high-quality briefings, reports and recommendations for senior decision-makers.
- Proven ability to provide sound, well-formulated advice about complex issues
- Experience with delivering high level and complex Ministerial and Cabinet advice, reports, submissions and presentations.
- Experience with significant policy development
- Relevant tertiary qualifications (desirable)