

Role Description



Role title:	Classification:
Manager, Strategic Policy	ASO8
Division/Business unit:	Reports to:
Office of Domestic, Family and Sexual Violence / Strategy and Governance	Assistant Director, Strategy and Governance

Role purpose:

The Manager, Strategic Policy is a role within Office of Domestic, Family and Sexual Violence (DFSV) and is accountable to the Assistant Director, Strategy and Governance for:

- Leading and managing complex projects on initiatives that influence change in social policy, practice and legislation regarding DFSV in South Australia.
- Providing expert, evidence-based advice to senior leaders, executives and stakeholders on strategic directions, policies and actions regarding DFSV responses, while reporting on emerging trends risk and opportunities to inform strategic decision making.
- Developing and fostering effective strategic partnerships with government and non-government agencies and community organisations to promote collaboration and awareness of high-quality policy development and best practice DFSV programs and responses in South Australia.
- Providing leadership and direction to the strategic policy team to support best practice commissioning approaches for the Office of DFSV.

Key outcomes and accountabilities:

1. Lead the strategic planning, design, development and implementation of DFSV related policies and programs, ensuring alignment with state and national priorities, legislation and driving system-wide outcomes.
2. Provide strategic advice to senior management and executives to support effective policy development, review and commissioning practices in support of Royal Commission recommendations, in addition to other associated DFSV national and state-wide responses.
3. Proactively monitor, anticipate, and address emerging issues within complex and politically sensitive environments, and maintain awareness of relevant trends within the State, nationally and internationally.
4. Prepare high quality written documents, including briefings and reports to a range of stakeholders within required timeframes.
5. Manage complex policy and commissioning initiatives and frameworks, to ensure best practice standards and evidence-based solutions.
6. Influence outcomes by establishing and maintaining effective collaborations and a network of strategic alliances with key stakeholders across government and the DFSV specialist sector.
7. Foster a high-performance culture by challenging staff, supporting capability development, and creating opportunities for professional growth.

Key outcomes and accountabilities:

Note: Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

Special conditions:

- Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.
- Some out of hours` work may be required.
- Inter and intra-state travel may be required

Key Relationships/Interactions:

- Assistant Director, Strategy and Governance (line manager)
- Director, Strategy and Governance
- Strategic Policy team
- Office of DFSV staff
- DHS Executives, Directors and staff
- Staff from other SA Public Sector, State, Territory, and Commonwealth Government Agencies
- External stakeholders in the community services sector

Budget/Delegations:

HR Delegations Level 5 / Financial Delegations Level 4

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Treat all individuals with fairness and respect, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- Promote and maintain inclusive workplaces that embrace diversity and actively support difference.
- Demonstrate zero tolerance for discrimination, harassment, or disrespectful behaviour towards or by clients, colleagues, contractors, or stakeholders.

Role specific capabilities: (Skills, experience, knowledge, attributes)

1. **Strategic Leadership** – Demonstrated ability to lead the planning and delivery of major and complex reform initiatives, aligned to state and national priorities, translating evidence into strategic action and measurable

DFSV outcomes. Proven experience in translating strategic goals into tangible outcomes through leadership, supervision, performance management and effective development and deployment of staff.

2. **Knowledge of DFSV Policy and Reform Environment** – Demonstrated understanding of DFSV policy and government processes, with the ability to navigate evolving political, legislative and reform contexts. Demonstrated understanding of DFSV and the impact for individuals, families and society.
3. **Policy Advice, Analysis and Evaluation** – Advanced analytical and communication skills to deliver high-quality, evidence-based policy and program advice informed by research, data, evaluation and insights.
4. **Communication and Influence** – Exceptional written and verbal communication skills to prepare high-level briefings, ministerial correspondence, and strategic advice that influence decision-making and support continuous improvement.
5. **Accountability and Decision Making** – Sound judgement and experience in overseeing policy initiatives, frameworks and programs, managing risk and exercising delegated authority to support, transparent, accountable and timely decision-making in complex policy environments.
6. **Relationships and Partnerships** – Experience in developing and maintaining productive working relationships with all levels of government, agencies, client and community organisations. Develop and lead partnering initiatives and involve clients and stakeholders in national and local initiatives.
7. **Understanding of Political Systems** - Monitor the trends within the political environment, display understanding of current political system and base actions to suit the current political climate.

Qualifications:

Desirable: Tertiary qualification in a relevant discipline or equivalent level of expertise gained from a combination of experience, training or professional accreditation.

Key leadership competencies and expected behaviours at this classification:
Promotes strategic thinking and change

- ☒ Creates a shared vision and mission for the BU.
- ☒ Inspires and influences others to assume ownership BU goals.
- ☒ Leads teams in aligning their priorities within a broader organisational and political context.
- ☐ Champions sustainability and long-term improvement. Communicates effectively and leads others in times of change.
- ☒ Identifies and analyses difficult and complex problems that have organisation-wide impact.

Achieves objectives

- ☒ Delivers results and improvements to meet BU objectives by translating ideas into concrete plans.
- ☐ Anticipates future organisational needs, risks and uncertainties, and aligns systems and resources to meet these needs.
- ☐ Makes well-informed and timely decisions that affect the BU, even when information is incomplete and ambiguous.
- ☐ Interprets and abides by the laws, regulations and policies determining BU activities.
- ☒ Takes accountability for team/BU success and manages others to achieve outcomes.
- ☒ Monitors the performance of the team/BU, considers feedback information and seeks continuous improvement.
- ☐ Integrates technical expertise into the BU to achieve its objectives.

Leads business excellence

- ☒ Sets clear standards, manages risks, setbacks, and implements continuous improvement initiatives.
- ☐ Sets challenging but achievable goals/targets with relevant metrics based on market trends, developments and legislative changes to ensure business needs are continually met.
- ☒ Provides clear and timely recognition, promptly addresses under performance and lifts performance through coaching.
- ☒ Inspires innovation and ongoing learning, and plans strategically to meet BU goals.
- ☐ Drives outstanding customer service by enabling team members to anticipate client needs.
- ☒ Empowers others to use resources effectively.

Builds genuine partnerships

- ☐ Considers the impact of decisions and priorities on other business areas, adapting approach to meet organisational goals.
- ☒ Approaches negotiations with an understanding of key issues and is able to clearly communicate reasoning and justification to facilitate mutually beneficial solutions.
- ☒ Facilitates constructive discussions to mediate conflict and disagreements. Encourages diversity of thinking and differences of opinion.
- ☒ Identifies and develops key strategic relationships and networks to achieve goals, increase departmental knowledge and create communication channels.
- ☒ Proactively develops effective strategic relationships, networks and partnerships with internal and external stakeholders.
- ☒ Models inclusive behaviour and tailors communication style to meet the audience's needs.

Models personal drive and professionalism

- ☒ Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture.
- ☒ Raises and challenges important issues constructively, and backs own judgement and actions confidently when challenged.
- ☒ Demonstrates resilience in responding to changing directions. Modifies approach, processes and procedures to fit situational changes within the BU.
- ☒ Demonstrates a high level of self-awareness and acts as a role model by openly communicating strengths and development needs.
- ☒ Champions a workplace that values respect, diversity and individual differences to build a culture of inclusivity.
- ☒ Establishes expectations and models best practice wellbeing and safety behaviours.

Approval:

Assessed by: Claudia Dalle-Nogare, Human Resources Business Partner	<i>CD-N</i>	Date: 05/08/2026
Approved by: Cassandra Bouyer-Sanderson, Director, Strategy and Governance	<i>[Signature]</i>	Date: 05/08/2026