

Job and Person Specification

Title of Role:	Senior Manager, Justice Strategy and Funding	Remuneration Level:	SM1
Business Unit:	Justice Policy and Analytics	Type of Appointment:	Term
Division:	Policy & Community	Position Number:	P70759

Approval



22/10/2026

Delegate

Date

Primary Purpose

The Senior Manager, Justice Strategy and Funding is responsible for leading and managing a team of staff responsible for strategic coordination and contract management of the legal assistance sector in South Australia under the auspices of the National Access to Justice Partnership 2025-2030 (NAJP). The Senior Manager will coordinate and deliver the legal assistance program, with responsibility for ensuring compliance with the NAJP, including conducting collaborative services planning with the sector, supporting sector governance-building, and overseeing reporting to the Commonwealth on relevant performance indicators. The Senior Manager will be responsible for leading South Australia's contribution to the review of the NAJP and will play a key role in supporting the negotiations for the next national agreement.

The Senior Manager will lead South Australia's engagement at the national level to develop and deliver on the long-term reform priorities under the NAJP, a complex package of reforms to the community legal assistance sector to enhance access to justice and ensure sector sustainability. This work will include leading South Australia's implementation of the National Legal Assistance Data Strategy and development and implementation of the National Legal Assistance Workforce Strategy, an NAJP Outcomes Framework, and the development of a Closing the Gap Schedule to the NAJP to prioritise support for Priority Reforms under the National Agreement. In doing so, the Senior Manager will represent South Australia in inter-governmental forums, lead complex engagement with South Australia's sector, and provide advice to the Attorney-General regarding the reforms.

The Senior Manager is also responsible for the strategic management and allocation of the department's grant funding program, which includes responsibility for advising the Attorney-General in respect of grant funding from several legislated funds and engagement with stakeholders internal and external to government, including corporate finance and legal services.

Reporting Relationships

- Reports to the SAES1 Director, Justice Policy and Analytics
- Six direct reports: 1 ASO8, 2xASO7s, 1xASO6, 2xASO5s.

Key Relationships/Interactions

- Executive Director, Policy and Community
- Justice Policy and Analytics Division
- Attorney-General's Office
- Other business units within AGD, particularly Legislative Services, Crown Solicitor's Office and Finance
- Justice sector agencies, industry, professional, consumer bodies, other public sector agencies and Ministerial offices.
- Commonwealth Government agencies, particularly the Attorney-General's Department
- The legal assistance sector, including the Legal Services Commission, Aboriginal Legal Rights Movement, and Community Legal Centres, national legal assistance sector peak bodies, and other key legal services stakeholders.
- South Australian Aboriginal Community Controlled Organisation Network and Aboriginal Community Controlled Organisations

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Key Challenges

- Ensuring the needs of South Australia's legal assistance sector are met through the development of the NAJP long-term reforms.
- Working with the legal assistance sector to ensure the delivery of integrated, efficient, effective and appropriate legal assistance services in South Australia
- Identifying strategic opportunities across the justice sector to progress, integrate and implement long-term reforms, in partnership with internal and external stakeholders
- Meeting the competing needs of multiple stakeholders
- Complex and politically sensitive environment
- Monitor and adapt services to competing areas of legal need
- Manage stakeholder relations

Special Employment Conditions (if relevant)

- Some intrastate and interstate travel may be required
- Some out of hours work may be required.

AGD Conditions

- Participation in bi-annual performance review and development;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures; and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Senior Manager, Justice Strategy and Funding is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Delivery of the legal assistance program	• Accountable for the coordination and delivery of the legal assistance program in South Australia • Responsibility for overseeing South Australia's reporting to the Commonwealth under the NAJP • Work with and provide support to the sector to build capacity in relation to governance and data collection requirements, including via an external audit program of the community legal sector. • Lead South Australia's contribution to, and engagement with, the review of the NAJP. • Support negotiations with the Commonwealth, in the lead up to the expiration of the NAJP. • Contract management of all funding agreements with legal assistance providers • Lead procurements for the provision of funding to the legal assistance sector	• High level coordination of the legal assistance sector, including leading and coordinating collaborative services planning and related sub-forums • Reporting under the NAJP is accurate and provided in a timely manner. • The sector is supported in its capacity to provide service data in line with the NAJP, and related system updates are in place to enable providers to comply with these obligations • South Australia's interests are represented in the NAJP review and negotiations for the next agreement • Procurements are undertaken, and contracts are managed, in accordance with all government requirements, guidelines and Treasurer's Instructions.
Lead SA contribution to the long-term reforms under the NAJP	• Leadership of South Australia's contribution to complex long-term reform priorities under the NAJP, including the National Legal Assistance Workforce Strategy (a project co-Chaired by SA),	• High level, strategic engagement at the national forums to represent South Australia's interests

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Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	the National Legal Assistance Data Strategy, an NAJP Outcomes Framework and a Closing the Gap Schedule to the NAJP. • Represent South Australia in inter-governmental forums related to the NAJP long-term reforms • Ensure high-quality policy advice is provided to the Attorney-General prior to Standing Council of Attorneys-General (SCAG) endorsement of the reform priorities being sought.	• The sector is engaged and supported in the development and implementation of the long-term reforms
Deliver justice related grant programs allocated to AGD	• Ensure effective delivery and strategic allocation of a significant grant funding program under several legislated funds, including the provision of accurate, high-quality advice to the Attorney-General • Gather information and data from grant recipients to proactively identify and address emerging issues or opportunities that may impact service delivery. • Implement and manage internal controls to ensure best practice grant management.	• Ensure programs and contracts are managed within budget and are on-time • Advice to the Attorney-General on funding opportunities is strategic and evidence-informed. • Ensure staff have required contract management and procurement training (as required)
Provide policy advice	• Lead the identification, development and analysis of timely and high-level strategic advice on legal assistance issues • Contribute to AGD strategic plans and reporting • Develop complex policy research and analysis, particularly in relation to the legal assistance sector, the NAJP long-term reforms and grant funding allocation • Oversee complex strategic policy papers, submissions and briefs on policy and program issues relating to the legal assistance sector and grant funding program • Represent the agency in negotiations with inter-governmental discussions, groups and committees, conferences and seminars to discuss complex policy issues • Maintain a currency of justice policy knowledge	• Policy advice is of a high quality, accurate and provided in a timely manner • Advice is clearly evidence based, drawing on available statistical data and research • Advice reflects up-to-date knowledge of government and departmental priorities
Manage projects	• Initiate and develop project documentation including briefs, budgets and status reports, acquisition plans and grant funding approaches of importance to the agency • Prepare sensitive procurement and grant and contract funding documentation and administer complex grant programs and contracts, engaging with AGD Finance and Crown Solicitors Office where required • Identify and manage project risks and issues • Prepare reports as required	• High level projects executed and managed to meet KPIs, budget, time and quality requirements, stakeholder negotiation and issue resolution • Procurement and grant funding processes have integrity; • Quality assurance requirements implemented and adhered to.
Engage internal and external stakeholders and forge collaborations	• Represent AGD on relevant committees and forums; • Forge collaborations and maintain effective relationships with key stakeholders and peak bodies • Gather information from key stakeholder groups to proactively identify and address emerging issues or opportunities that may impact partnership functions;	• Effective relationships established and maintained with stakeholders; • Stakeholder mapping, analysis and engagement planning delivered in project briefs; • Communications provided in a timely manner.

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Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	• Design and lead working groups as required to deliver policy objectives; • Manage relationships with stakeholders to ensure the provision of the highest levels of service, cooperation and value for money in the achievement of outcomes; • Provide, and/or responsibility for overseeing the provision of, executive support to Director, Justice Policy and Analytics and Executive Director, Policy and Community on working groups;	
Team management and culture	• Supervise, mentor and develop staff • Build cultural knowledge within the team by encouraging participation in relevant cultural capability training and learning opportunities. • Lead and manage staff to assist in the performance of their duties • Lead and contribute to business process improvement in conjunction with business unit colleagues • Support the Director, Justice Policy and Analytics with business unit finance functions, in collaboration with AGD Finance • Role model constructive behaviours in line with AGD's leadership expectations • Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace • Embrace and encourage diversity and cultural differences in the workplace • Support cultural safety in the workplace, including by demonstrating respectful behaviours, promoting inclusive practices, and responding appropriately to racism and discrimination.	• Regular 1-1 and team meetings • Performance Review and Development plans managed in a timely way • Process improvement is completed in a timely manner • Pro-active measures are undertaken to adhere to and prevent injuries • Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented • Individual differences are encouraged and accommodated in the workplace

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Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	• Knowledge of the legal assistance sector in South Australia, including an understanding of demand drivers for legal need amongst people experiencing disadvantage, and an understanding of key legal assistance service providers in South Australia. • Demonstrated ability to work under broad policy guidelines, lead and independently manage workloads. • Demonstrated ability to lead a program of reform with significant stakeholder impact. • Experience managing a team, including managing performance to deliver service and excellence. • Proven high level verbal and written communication skills with the ability to communicate complex issues and outcomes with a broad range of audiences. • Strong interpersonal skills, including experience that demonstrates proven ability to consult, liaise, influence, negotiate and develop a network of strategic alliances across government agencies and with the services sector, including at the national level. • Extensive experience in providing strategic policy advice at the Ministerial or senior management level including through the demonstrated use of high-level analytical and problem-solving skills. • Demonstrated experience leading a team to plan, prioritise, deliver and evaluate projects to meet time and cost constraints. • Experience developing and managing budgets, monitoring expenditure and administering contracts and procurement functions. • Detailed knowledge of relevant government policies and governance procedures, their application, in both government and community contexts, including how organisations work, corporate culture, systems, models of operation and limitations. • Demonstrated high level financial management skills, including an ability to analyse financial reports and assess financial performance of an organisation on the basis of those reports.
Technical Expertise (Desirable)	• Relevant tertiary qualification or equivalent experience. • Experience in working in a justice environment. • Previous experience managing a program pursuant to a National Partnership Agreement or in inter-governmental relations. • Experience working with or in the legal assistance sector. • Understanding of challenges and experiences amongst disadvantaged groups and over-represented groups in the criminal justice system.

Behavioural Capabilities

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department. Descriptors below detail the behavioural capabilities required for performance of the Senior Manager, Justice Strategy and Funding position. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

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Element	Behaviours
Shapes strategic thinking (Strategic)	• Aligns strategies with the South Australian Government and Department's strategic plans • Continually reviews goals and plans to reflect changing priorities or conditions • Anticipates risks and manages accordingly • Operates within a whole of government context and considers multiple perspectives and agendas • Champions new initiatives and stimulates change
Achieve Team Results (Tactical)	• Develops plans with clear outcomes and supports others to achieve these. • Is accountable for the delivery of quality, timely and cost effective results. • Critically evaluates the problem in its entirety before identifying and implementing best possible solution. • Effectively prioritises and re-negotiates tasks as needed.
Deliver Business Excellence (Tactical)	• Identifies trends, potential problems and opportunities and incorporates into plans. • Identifies and manages capability and expertise of the workgroup to achieve outcomes. • Promotes and ensures a strong focus on internal and external customer service.
Forges Relationships and Engages Others (Strategic)	• Effectively advocates for the agency and the public sector in public and government forums • Holds a clear understanding of the political context and acts accordingly • Builds extensive effective working relationships, networks and partnerships • Models and promotes sharing of information and knowledge • Utilises effective negotiation techniques to achieve mutually beneficial solutions • Actively listens and communicates in a clear, concise and diplomatic manner
Promotes Personal Drive and Professionalism (Tactical)	• Demonstrates and promotes professionalism and confidentiality when dealing with sensitive issues. • Identifies and considers risk in decision making. • Remains positive and recovers quickly from setbacks. • Promotes adaptability in dealing with change. • Promotes a high standard of wellbeing for self and others.

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manager

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