# Role Description

(Non-Manager)

Government of South Australia
Department for Environment and Water

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

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| **Role Title:** Senior Policy Officer | **Division:** Biodiversity and Nature Economy |
| **Classification Level:** ASO6 | **Branch/Unit:** Biodiversity Science, Coast and Information |
| **CHRIS Position Number:** P33478, P42123 | **Reports to (Title):** Team Leader, Coastal Policy and Governance |

## About the Agency – Department for Environment and Water

## About the Role

The Senior Policy Officer is responsible for the development of policy, including strategies and action plans. The Senior Policy Officer will provide expert policy, legislative and management advice relating to coastal protection, blue carbon and coast and marine management issues in South Australia.

The role will work closely with state and interstate government officers, the Coast Protection Board, local government, Landscape Boards, and other key stakeholders in the review, development, delivery and management of coastal management policy and projects.

The Senior Policy Officer develops policies and plans that are consistent with state, national and international frameworks and agreements. In addition, the role will have oversight of coastal protection grants program. The Senior Policy Officer will assist with delivery of the Coast Protection Board's communication and engagement plan around coast and marine directions, policy and implementation plan. This role makes a significant contribution to the setting the policy and direction for management, rehabilitation and protection of the State's coast and marine environments.

## Key Role Outcomes

- Strategic policies, including the direction statement, policies and implementation plans are developed and policy projects managed to contribute to the coast and marine management for the State.
- Coordinate and provide advice regarding the allocation of Coast Protection Board's budget and oversee the delivery of grants program to ensure effective management of to coast and marine policies and initiatives.
- Effective research, stakeholder consultation and analysis of international, national, intra-state and interstate coast and marine protection and management policies and initiatives is undertaken to inform improved policy outcomes.
- Effective and collaborative relationships with other government agencies, local councils, Landscape Boards, and key stakeholders are developed and maintained to enable the development of coast and marine policies and initiatives.
- Accurate, effective and timely advice on coast and marine policy, projects and legislation is provided to the government, DEW Executive, the Coast Protection Board and other stakeholders.
- Advice and responses on a broad range of policy matters are coordinated and prepared to effectively influence coast and marine outcomes and/or meet Government coast protection priorities, agreements and obligations.

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- Contribution is made to the delivery of legislative and regulatory change projects.

## Essential Criteria (including qualifications)

- Experience in developing and managing policy initiatives (including strategies and plans) and making sound policy judgements and providing policy advice in a sensitive, critical and complex environment.
- Demonstrated ability to write fluently and accurately conveying complex information in a way that the reader will easily understand its message.
- Demonstrated ability to assimilate and interpret large amounts of complex policy and technical information, draw out themes, identify issues and gaps and translate this into policy initiatives and advice.
- Experience in engaging with, and maintaining effective networks and working relationships with government agencies and key stakeholders.
- Demonstrated ability to take initiative, be a self-starter.
- Demonstrated understanding of key risks and implications of the information being analysed and ability to mitigate and manage those risks.

## Desirable criteria

- An appropriate degree/qualification in public policy, coastal management, natural resources management or related discipline is highly desirable.
- A sound understanding of coast and marine policy and practices is highly desirable.
- Demonstrated understanding of and experience in blue carbon policy is desirable.

## Key Relationships/Interactions

- Works collaboratively with the members of the Biodiversity Science, Coast and Information Branch and Marine Science teams, as well as with other business units within DEW.
- Liaises with a variety of external organisations, including coastal councils, and Landscapes SA Boards with coastal management responsibilities.
- Other external organisations, including Commonwealth, State and Local government agency representatives, community groups, industry, and universities/research institutions.

## Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- 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.
- A current class “C” driver’s licence and willingness to drive is desirable.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.

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| Core Competencies | Elements | Behavioural Indicators |
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| **Shapes Strategic Thinking and changes** | • Thinking and Acting Strategically<br>• Leading and Influencing Change | • Makes strategic judgements and presents options based on implications of analytical thinking.<br>• Facilitates change across the agency by providing informed advice and/or useful systems and tools to managers. |
| **Achieves Results** | • Delivering Effective Outcomes<br>• Making Decisions | • Deals assertively in overcoming barriers to action.<br>• Sets priorities for self and manages workflow in order to achieve outcomes on time.<br>• Evaluates impact and consequences of taking a particular course of action, taking into account stakeholder concerns as well as the impact across the agency. |
| **Drives Business Excellence** | • Facilitating Quality and Continuous Improvements | • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these. |
| **Forges Relationships and Engages Others** | • Influencing and Negotiating<br>• Establishing and Maintaining Networks<br>• Using Political Savvy | • Listens to the views of stakeholders and tailors advice or recommendations to gain greater engagement and achieve positive outcomes.<br>• Demonstrates comfort and competence in relating to a range of people from diverse backgrounds.<br>• Builds collaborative relationships based on an understanding of stakeholder priorities/objectives.<br>• Gains understanding of and effectively navigates through organisational decision-making processes to achieve outcomes. |
| **Exemplifies Personal Drive and Professionalism** | • Displaying Flexibility and Resilience | • Maintains a positive outlook when under pressure and is composed in the face of setbacks. |

## Work Health and Safety

**Contribute to workplace safety**

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

## Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics and the South Australian Public Sector Values.

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- Maintain a commitment to EEO, 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.
- Actively participate in the Department's Performance Review and Development Program.
- 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 adhering to the Child Safe Environment Policy and Procedure & Guideline at all times.

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| Original Date classified: | 21/01/2022 | Date reviewed: | 27/11/2025 |
| Class method: | RD update | Reviewed by HR: | Senior HR Business Partner |

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