Role Description

(Non-Manager)

Government of South Australia
Department for Environment and Water

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

Role Title: Senior Policy and Program Officer	**Division:** Biodiversity and Nature Economy
Classification Level: ASO7	**Branch/Unit:** Native Vegetation and Pastoral Management/ Office of Director
CHRIS Position Number: P68590	**Reports to (Title):** Principal Biodiversity Policy Advisor

About the Agency – Department for Environment and Water

About the Role

The Senior Policy and Program Officer provide high-quality policy advice, coordinates stakeholder engagement and governance processes, manages projects and contributes to evidence-based decision-making to deliver organisational and government priorities to the Director and to the Division. This includes leading the development, implementation and evaluation of policies, programs and strategic initiatives supporting the transition from the *Native Vegetation Act 1991* to the *Biodiversity Act 2025*.

Key Role Outcomes

- Expert legislative and policy advice is provided and informs Executive decision making in relation to the Native Vegetation Act, the Native Vegetation Regulations 2017 and the Biodiversity Act.
- Consistent processes and procedures are developed and embedded in practice to support program governance, efficiency and delivery of strategic objectives.
- Key partnerships and collaborative working arrangements are established and maintained within and external to the Native Vegetation Branch.
- Key leaders are advised on change process matters, specifically improvements required ahead of the commencement of the Biodiversity Act native plants elements.
- The Native Vegetation leadership team is kept up to date on the progress of required changes and their impact on the Branch's business, processes and resourcing.
- High level and complex correspondence, such as Ministerial, Parliamentary Briefing Notes, Cabinet Notes, Cabinet Submissions and Memorandums of Understanding are prepared to support statutory responsibilities and influence agency, State and national policy direction as required.
- Collaborates across the branch, in all work streams, to ensure programs are consistent with the requirements of the Native Vegetation Act and/or the Biodiversity Act.

Essential Criteria (including qualifications)

- Demonstrated expert knowledge of legislative, regulatory and policy frameworks, with the ability to interpret and apply complex legislation to inform strategic decision-making.
- Proven experience leading policy reform, organisational change and implementation programs in complex operating environments.
- Proven ability to exercise autonomy in determining appropriate methodology to achieve desired outcomes within broad parameters.

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- Proven ability to identify, translate and deliver strategic and operational outcomes in a politically sensitive and complex environment managing competing priorities and balance diverse stakeholder interests.
- Proven ability to apply systems thinking and complexity-informed approaches to undertake complex or sensitive policy and process changes, to plan and implement objectives.
- Demonstrated experience in researching, preparing and writing briefings, correspondence and other critical documentation related to sensitive and complex issues, in a clear, concise and meaningful manner.
- Highly developed influencing and negotiation skills and strong relationship management experience and capabilities involving establishing and maintaining strong relationships with a diverse range of internal and external stakeholders.
- Highly developed project management, governance and program delivery skills, with the ability to manage multiple priorities and deliver outcomes within tight timeframes but seek guidance when needed.

Desirable Criteria

- Tertiary qualifications in public policy, natural resource management, environmental law or related disciplines are desirable.

Key Relationships/Interactions

- Director Native Vegetation and Pastoral Management
- Manager Native Vegetation
- Manager Conservation and Threatened Species
- Coordinators within the Native Vegetation Unit
- Biodiversity Coordination Unit Coordinator and Principal Legislation Officer Biodiversity
- Staff in the Office of the Executive Director
- Presiding Members Native Vegetation Council.

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

Core Competencies	Elements	Behavioural Indicators

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Shapes Strategic Thinking and changes	• Thinking and Acting Strategically • Leading and Influencing Change	• Makes strategic judgements and presents options based on implications of analytical thinking • Facilitates change across the Agency by providing informed advice and/or useful systems and tools to other managers
Achieves Results	• Delivering effective outcomes • Making Decisions	• Uses performance data-reports and measures – to monitor, encourage and develop team and delivery outcomes • Evaluates impact and consequences of taking a particular course of action, taking into account stakeholder concerns as well as impact across the Agency
Drives Business Excellence	• Facilitating Quality and Continuous Improvement	• Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these • Seeks out new ways of working and empowers staff to be innovative in their approach to work
Forges Relationships and Engages Others	• Influencing and Negotiating • Using Political savvy	• Listens to the views of stakeholders and tailors advice or recommendations to gain greater engagement and achieve positive outcomes • Identifies supporters and barriers to achieving outcomes and proactively manages these
Exemplifies Personal Drive and Professionalism	• Displaying Flexibility and Resilience	• Engages positively with ambiguous situations and demonstrates flexibility in thinking • Maintains a positive outlook when under pressure and is composed in the face of setbacks

Work Health and Safety

Participate in workplace safety procedures and programs

- Leads and/or participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Provides workplace safety information and advice where relevant.
- Applies procedures for dealing with incidents and emergency events as required.

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*.

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- 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 and act in accordance with the Child Safe Environment Policy and Procedure at all times.

Date Delegate approved original classification:	04/06/2026	Original Class method:	Comparison
Updated:	RD Update only	Date this version approved by delegate:	09/11/2026
RD template version:	June 2026		

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