Principal Policy Officer

OUR CULTURE

The Department for Energy and Mining (DEM) is committed to being the most Transformative Energy and Mining Government Department in the World. To achieve this, we have developed four key enablers to high performing behaviour. These enablers underpin everything we do.

- Our culture is diverse, professional, accountable, respectful and committed to safety. We work collaboratively so we all succeed.
- We are committed to demonstrating personal and professional leadership and value being recognised as leaders in our field.
- We deliver the best outcomes for South Australians.
- We listen and engage meaningfully so that our decisions and actions build a successful and sustainable future for all South Australians

We are a White Ribbon Accredited workplace that promotes gender equality and a zero tolerance of violence in the workplace.

DEPARTMENT CONTEXT

The Department for Energy and Mining (DEM) supports a strong energy and mining sector powering growth and opportunity for South Australia. We lead the responsible development of the state's mineral and energy resources, expanding knowledge of South Australia's geological and energy potential, driving industrial transformation, attracting investment, delivering major projects critical to the state's economic future, and unlocking opportunities for industry, consumers and communities.

Leading regulation, together with innovative policies and programs underpin industry performance, technical and safety standards, and environmental outcomes, building confidence among industry and community.

The **Policy and Programs** Division leads strategic policy, program and project development to support South Australia's energy and resource sectors and consumer energy wellbeing.

It identifies opportunities and barriers to investment and development, informed by data, analysis and stakeholder engagement and devises policies and programs that encourage innovation, investment, long-term sector resilience, and deliver responsible outcomes.

ROLE TITLE	**PRINCIPAL POLICY OFFICER**		
CLASSIFICATION	**ASO8**	**POSITION NUMBER**	**P18462, P49064**
DIVISION	**POLICY AND PROGRAMS**		
BRANCH	**RESOURCE POLICY**		
TEAM	**POLICY AND GOVERNMENT RELATIONS**		
DESIGNATED POSITION	**NO**		

ROLE PURPOSE

The **Policy and Government Relations team** is responsible for delivering coordinated strategic whole of portfolio policy analysis, advice and design, and for building and maintaining effective relationships across state and federal government The team supports the transformation of South Australia's economy towards a net zero-carbon future by promoting the competitiveness of industries, while helping to ensure that all South Australians share in the benefits arising from the state's economic transformation.

The **Principal Policy Officer** provides leadership and expert strategic policy advice on complex, sensitive and high-profile matters. The role is responsible for undertaking detailed policy analysis, development and reform work, influencing policy outcomes across government, and representing the department on intra-government, inter-government and stakeholder forums, working groups and committees to advance government objectives and support informed decision-making.

REPORTING / WORKING RELATIONSHIP

- Reports to: Manager, Policy and Government Relations
- Direct reports: Nil
- Works with: Colleagues in the Department for Energy and Mining (including the Executive Leadership Team), Office of the Minister for Energy and Mining, staff from other departments and agencies.

KEY OUTCOMES

- Lead the provision of expert, strategic and high-quality advice on complex, sensitive and emerging whole of portfolio matters, including policies led by other agencies, to ensure departmental and governmental priorities are represented, aligned and advanced
- Deliver whole of portfolio policy positions and provide strategic advice on current and emerging trends impacting energy, mining and decarbonisation, in collaboration with teams across the department.
- Deliver high-quality Cabinet, Ministerial, Parliamentary and inter-governmental products, including briefings, Cabinet submissions and strategic advice to Ministers, senior executive and key decision makers.

- Maintain an overarching strategic awareness of issues and matters relevant to the energy and mining portfolio and government-wide policies.
- Collaborate and share information to improve transparency, accountability, stewardship, and integrity, and achievement of strategic outcomes.
- Establish and maintain productive strategic relationships across state and federal government agencies to facilitate collaboration, influence policy outcomes and support the delivery of shared objectives.
- Monitor, analyse and interpret complex policy, legislative, regulatory and political developments to identify risks, opportunities and implications for the department and government priorities.
- Represent the department's interests and provide strategic policy advice in state and federal committees, working groups, forums and cross government initiatives.
- Contribute to the development of departmental policy capability, governance and best practice approaches to support consistent, evidence based policy development across the department.
- Support the delivery of the department's strategic policy and government relations function through leadership, collaboration and the provision of expert advice across the organisation.
- Act in the role of Manager, Policy and Government Relations as required, including providing leadership, direction and oversight during periods of leave or absence.

KEY CHALLENGES

- Operating in a fast paced, dynamic environment, balancing competing priorities, emerging and sensitive issues, and tight timeframes while working collaboratively across the department and with external stakeholders to deliver high-quality strategic policy advice, influence policy outcomes, and support informed decision-making.

SELECTION CRITERIA

- Exceptional written and verbal communication skills, including the ability to distil complex information, provide clear and persuasive advice, and negotiate successful outcomes in sensitive and high-profile environments.
- Significant experience in policy development, implementation, evaluation and reform, with demonstrated expertise in one or more complex areas of government policy and the ability to lead strategic policy initiatives
- Highly developed political acumen and comprehensive experience operating within Cabinet, Ministerial, Parliamentary and inter-governmental environments, including preparing high-quality briefings, Cabinet submissions and strategic advice for Ministerial and senior executives.
- Demonstrated ability to provide strategic advice, supported by high-level analytical and problem-solving skills, and the capacity to identify and respond to emerging issues, risks and opportunities.
- Demonstrated ability to exercise a high degree of professional judgement, set priorities and operate with autonomy under broad direction in complex, sensitive and evolving policy environments.

- Highly developed stakeholder engagement and relationship management skills, with a proven ability to collaborate, influence, negotiate and build productive partnerships and strategic networks across government and with external stakeholders.
- Demonstrated ability to work effectively in a fast-paced environment, including a track record of being a strong team player
- Experience in the energy and/or resources sector or policy development is desirable
- Experience in legislative reform would be desirable.

DESIRABLE QUALIFICATIONS

- Relevant tertiary qualification or significant equivalent experience is highly desirable.

SPECIFIC REQUIREMENTS

- DEM encourages flexible working arrangements such as working from home, part time work, job share, compressed weeks and purchased leave. Arrangements are negotiated with the appropriate manager.
- The incumbent will embrace diversity in all its forms and demonstrate inclusive behaviours in the workplace
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role
- The incumbent is expected to uphold the ethical behaviour and professional integrity standards as contained in the *Public Sector Act 2009*, as well as comply with any other relevant legislated requirements.
- Appointment to this role may be subject to a satisfactory screening check.
- Out of hours work may be required.
- Intra state and interstate travel may be required.
- A current driver's license and willingness to drive is preferred.