Role Description

Principal Consultant Skills Capability

Classification: ASO7

Group: Skills SA

Position Number: P70593

Team: Skills, Planning and Purchasing

About Us

The Department of State Development is the South Australian Government's lead economic development agency.

Our mission is to drive sustainable economic growth in South Australia by increasing industrial and workforce capability, capacity, collaboration and resilience. We take pride in hiring the right people for the right jobs and offer an attractive, flexible workplace.

For more information about our agency, please visit:
Department of State Development | statedevelopment.sa.gov.au

Our Core Values

Be part of a high performing, collaborative, agile and innovative organisational culture. Through a network of multi-disciplinary teams, we operate with internal project structures that enable adaptable, flexible, and agile ways of working. This is underpinned by our Core Values of:

Service We proudly serve the community and Government of South Australia	**Professionalism** We strive for excellence	**Trust** We have confidence in the ability of others	**Respect** We value every individual
Sustainability We work to get the best results for the current and future generation of South Australia	**Collaboration & Engagement** We create solutions together	**Honesty & Integrity** We act truthfully, consistently and fairly	**Courage & Tenacity** We never give up

About The Role

Skills SA oversees South Australia's vocational education and training system, working with stakeholders to align training with workforce needs, support employers, and help individuals gain skills for employment and career development.

Skills SA is responsible for the delivery of National Skills Agreement (NSA) and aligned skills initiatives within the state's vocational education and training (VET) system.

The Principal Consultant Skills Capability is responsible for:

- Providing operational leadership for the development, implementation, review and evaluation of skills and workforce development activities, with a particular focus on educator capability and supporting implementation of National Skills Agreement priorities.
- Designing, coordinating and evaluating educator capability and workforce development initiatives and activities, including professional learning programs, communities of practice, events, resources and engagement activities that support a skilled, capable and sustainable VET workforce.
- Leading or coordinating complex projects and initiatives that support continuous improvement, innovation and evidence-based practice across the South Australian vocational education and training sector.

What you will do (results to be achieved)

1. High-quality professional learning, capability-building and knowledge-sharing activities are designed, implemented and evaluated to support educator capability and workforce development priorities.
2. Evidence-informed approaches to program design, participant engagement, monitoring and evaluation are applied to continuously improve initiative effectiveness and participant outcomes.
3. Effective and efficient coordination of a range of high-level program administrative and funding activities.
4. A strong engagement and service excellence ethos is demonstrated in all internal and external relationships.
5. Trusted relationships are established with internal and external stakeholders that maximise opportunities to collaborate on project management, change management and organisational development functions.
6. Advice is provided to the Director, Skills, Planning and Purchasing and management team on program delivery, planning, budget, reporting and business functions.
7. Undertaking quality assurance and continuous improvement.
8. Strong linkages are established across the division, department and government that support the development of strong relationships with stakeholders and networks.
9. Contribute to and ensure a safe, diverse and healthy work environment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies.
10. Upholds the DSD Customer Service Principles and Service Standards in the provision of high quality, consistent and professional service to our customers through being responsive, knowledgeable, timely and respectful in all interactions.

The Capabilities You Will Bring (key competencies)

Essential Technical Experience and Knowledge:

- Demonstrated experience in designing, implementing and evaluating professional learning, capability building or workforce development initiatives.
- Ability to translate policy, research and stakeholder needs into practical learning experiences, resources and engagement activities that improve skills, capability and performance.
- Proven ability in preparing and presenting complex information, documents, briefings, and reports clearly and accurately to the purpose and audience.
- Proven ability to develop and apply evaluation approaches, collect and analyse qualitative and quantitative data, assess outcomes and identify opportunities for continuous improvement.
- Demonstrated experience establishing and maintaining governance, compliance and risk management processes to support effective program delivery and public sector accountability.
- Proven discipline knowledge and professional expertise to internal and external stakeholders and clients on training and assessment practices and methodologies, e-learning ,and demonstrated excellence in teaching and learning.
- Demonstrated experience developing funding agreements, purchasing arrangements, grants or procurement processes, including assessment, contract management, performance monitoring and stakeholder engagement.

Personal Skills:

- Demonstrated ability to work independently and as a member of a team under broad parameters, analyse and resolve complex problems, make informed decisions and deliver agreed outcomes on time and within budgets.
- Demonstrated high level interpersonal and communication skills that develop successful internal and external stakeholder relationships to build effective networks, alliances and operational relationships and partnerships to achieve shared objectives.
- Proven experience in providing a high quality, responsive, client-centred approach to resolving issues with internal and external stakeholders.
- Experience in influencing and supporting strategic policy development, implementation and evaluation involving consultations and negotiations with stakeholders and organisations.
- Demonstrated ability to identify emerging trends, opportunities and challenges within the VET sector and translate these into practical initiatives, learning opportunities and improvements to program delivery.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment and the legislative requirements of Equal Opportunity and Work Health and Safety legislation. Model Public Sector Act principles and practices, ethical decision making, WHS and injury management, equity/diversity strategies and change management.

Qualifications:

- Essential: Substantial relevant professional development and/or experience.
- Desirable: Experience working with the vocational education sector and/or education qualification.

Reporting / Working Relationships

- Reports to: Manager Skills Initiatives
- Direct Reports: Nil.
- Works with:
  - a broad range of managers, senior officers and staff across the group, team, and department
  - external stakeholders including providers of learning, training and skills services; industry and enterprises; non-government and community organisations; government agencies; professional associations; researchers; capability development providers; and educational technology organisations.

DSD Working Conditions

- Compliance with Government legislation, Code of Ethics for the SA Public Sector, DSD policies and procedures, including ethical / accountable resources and information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Out of hours work may be required.
- Intra state and interstate travel may be required.
- The incumbent may be assigned to another position at this remuneration level or equivalent, including across teams in this Agency.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The successful applicants will be required to demonstrate they have undergone appropriate assessment prior to being employed

  ☒ Nationally Coordinated Criminal History Check (NCCHC)

  ☐ General Employment Probity Check (DHS)

  ☒ Working with Children Check (DHS)

  ☐ Baseline Vetting

  ☐ Negative Vetting 1