Role Description

Lead Consultant Skills Capability

Classification: ASO8

Group: Skills SA

Position Number: P69912

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 Lead Consultant Skills Capability is responsible for:

- Leading the design, implementation and continuous improvement of strategic skills and workforce development initiatives, particularly to strengthen the state's VET workforce and realise the objectives of this priority in the NSA.
- Providing expert advice on skills program design, governance, risk and performance to support Skills SA and government priorities.
- Developing frameworks, guidance materials, assessment methodologies and operational processes that support effective program delivery and business functions.
- Leading and managing complex, division-wide projects and initiatives to deliver high quality, consistent and timely outcomes for stakeholders.

What you will do (results to be achieved)

1. Effective and efficient operational leadership and coordination of targeted purchasing across skills and workforce capability activities to achieve objectives and comply with government practice and standards.
2. Evidence-based program design, monitoring and evaluation processes to support effective investment decisions and continuous improvement.
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. Strategic 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 group, 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:

- Proven experience and ability in leading, controlling and coordinating the design, implementation and review of programs, and purchase of activities in both project-based and systemic settings; particularly in relation to skills and/or workforce development contexts
- Demonstrated knowledge of social, economic, and political factors affecting skills development, labour markets, and people facing barriers to participating in learning and employment.
- Proven ability in preparing and presenting complex information, documents, briefings, and reports clearly and accurately to the purpose and audience.
- Proven ability to analyse information, think creatively and develop practical solutions that enhance operational efficiency and support government and departmental directions.
- Demonstrated ability to apply conceptual and analytical thinking including experience in researching, analysing and recommending practical solutions and recommendations to resolve issues.
- Demonstrated experience establishing and maintaining governance, compliance and risk management processes to support effective program delivery and public sector accountability.
- Demonstrated experience managing 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. In addition, proven experience in providing a high quality, responsive, client-centred approach to resolving issues with internal and external stakeholders.
- Enriches decision making by acknowledging and incorporating different views into decision making and program development. Demonstrated ability to identify emerging issues, opportunities and risks, and use evidence and stakeholder insights to translate strategic priorities into effective decisions and outcomes.
- Experience in leading, influencing and supporting strategic policy development, implementation and evaluation involving consultations and negotiations with stakeholders and organisations.
- Demonstrated ability to identify opportunities for service improvement, lead business process redesign and implement innovative approaches that improve effectiveness, efficiency and stakeholder outcomes.
- 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.

Reporting / Working Relationships

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

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