



## ROLE DESCRIPTION STREAM B (AS07 – MAS3, PO4 – PO5)

<p><b>ROLE TITLE:</b> Program Manager, Inspiring South Australia</p> <p><b>CLASSIFICATION:</b> AS07</p> <p><b>ROLE NUMBER:</b></p>	<p><b>AGENCY:</b> Department of the Premier and Cabinet</p> <p><b>DIVISION:</b> South Australian Museum</p> <p><b>BUSINESS UNIT:</b> Public Engagement</p>		
<p><b>REPORTS TO:</b> Steering Committee, Inspiring South Australia</p> <p>Line Manager – Head of Public Engagement, South Australian Museum</p>	<p><b>ROLES REPORTING TO THIS ROLE:</b> nil</p> <p><b>BUDGET:</b> up to \$500,000 per annum</p>		
<p><b>ROLE PURPOSE:</b> The Program Manager, Inspiring South Australia is responsible for delivering the Inspiring South Australia strategy which aims to highlight the excitement of science and discovery and the remarkable contribution of science to the South Australian community under the direction of both the national Inspiring Australia (IA) senior management team and the state based Steering Committee, which is co-chaired by the Chief Scientist of South Australia and the Director of the South Australian Museum, and comprises representatives from the University of South Australia, the University of Adelaide, Flinders University, the Department for Innovation and Skills and the South Australian Museum in order to support strategic priorities for science engagement in line with the national program.</p> <p>The Inspiring South Australia program supports the national Inspiring Australia strategy, which aims to deliver a more scientifically engaged Australia where:</p> <ul style="list-style-type: none"> <li>• Australians are inspired by, and value scientific endeavour</li> <li>• Australia attracts increasing national and international interest in its science</li> <li>• Australians are critically engaged with key scientific issues</li> <li>• Young Australians are encouraged to pursue scientific studies and careers</li> </ul>			
<p><b>KEY OUTCOMES OF ROLE:</b> <i>[List the key outcomes that are critical to achieve the purpose of the role]</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Delivery of the national science statement through implementation of the Inspiring Australia contract within a South Australian context</li> <li>2. Support the science engagement community in South Australia in accordance with priorities and strategies developed and overseen by the Inspiring South Australia Steering Committee including strengthening networks and partnerships</li> <li>3. Support and oversee the operations of National Science Week in South Australia with the aim to increase state and national public participation.</li> <li>4. Develop, promote and deliver an annual program of science engagement activity across the state aligned to South Australia's 10-year strategy for science, EXCITE and relevant growth sector plans to increase year-round participation in science related activity and an awareness of science-related careers and opportunities.</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>5. Identify and develop relationships with stakeholders from across the state in order to facilitate delivery, promotion and communication of appropriate and innovative science engagement activities, with a focus on underrepresented audiences</li> <li>6. Manage relationships and reporting with all levels of program governance including the Inspiring SA Steering Committee, the Inspiring South Australia Community of Practice, and the national IA management team in accordance with the terms of the IA contract.</li> <li>7. Effectively manage all resources, projects and budgets available to the program and seek additional resources as required.</li> <li>8. Negotiate, procure and manage services from contractors as required.</li> </ol> </td> </tr> </table>		<ol style="list-style-type: none"> <li>1. Delivery of the national science statement through implementation of the Inspiring Australia contract within a South Australian context</li> <li>2. Support the science engagement community in South Australia in accordance with priorities and strategies developed and overseen by the Inspiring South Australia Steering Committee including strengthening networks and partnerships</li> <li>3. Support and oversee the operations of National Science Week in South Australia with the aim to increase state and national public participation.</li> <li>4. Develop, promote and deliver an annual program of science engagement activity across the state aligned to South Australia's 10-year strategy for science, EXCITE and relevant growth sector plans to increase year-round participation in science related activity and an awareness of science-related careers and opportunities.</li> </ol>	<ol style="list-style-type: none"> <li>5. Identify and develop relationships with stakeholders from across the state in order to facilitate delivery, promotion and communication of appropriate and innovative science engagement activities, with a focus on underrepresented audiences</li> <li>6. Manage relationships and reporting with all levels of program governance including the Inspiring SA Steering Committee, the Inspiring South Australia Community of Practice, and the national IA management team in accordance with the terms of the IA contract.</li> <li>7. Effectively manage all resources, projects and budgets available to the program and seek additional resources as required.</li> <li>8. Negotiate, procure and manage services from contractors as required.</li> </ol>
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<p><b>KEY RELATIONSHIPS / INTERACTIONS:</b> <i>[List the titles of individuals, departments and organisations with which the role has the most frequent contact. Briefly describe the nature or purpose of these contacts]</i></p> <ul style="list-style-type: none"> <li>▪ Inspiring Australia Senior Manager, Department of Industry, Science, Energy and Resources</li> <li>▪ Inspiring South Australia Steering Committee and the Office of the Chief Scientist</li> </ul>			

- Director, South Australian Museum, the Museum Public Engagement team and the Museum's Research and Collections team
- Interstate Inspiring Australia Managers
- National Science Week Coordinating Committee
- Tertiary partners and other research and education institutions
- RiAus and media centre
- Program partners including Adelaide Fringe and the Public Libraries Network and media

**SPECIAL CONDITIONS:** *[List any special conditions of the role e.g. out of hours work may be required]*

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy. This role requires (please select one or both relevant for the role):
  - Working with Children Check
  - General Employment Probity Check
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- Out of hours work will be required from time to time
- Intra and interstate travel may be required

**KEY SELECTION CRITERIA:** *[List the essential qualifications (in accordance with the [Commissioner's Determination 5](#), Attachment 1), knowledge, skills, experience (including community experience), key competencies/behaviours, and personal qualities required to perform the role effectively – Maximum of 8]*

- *Demonstrate the ability to keep the Steering Committee abreast of new trends and current developments in science by investigating information from diverse sources, exploring new ideas and viewpoints with experience in analysing and applying information.*
- *Demonstrated ability to develop, execute and evaluate programs that raise awareness, change behaviours and drive engagement amongst diverse audiences*
- *Demonstrated ability to engage the public in scientific endeavour, through the planning and delivery of science related events, programming and communication activity*
- *Demonstrated knowledge and understanding of science and science communication industries, organisations and communities.*
- *High level project management skills including the ability to plan and budget effectively, manage resources appropriately and high level written and verbal communication skills including planning, structuring, writing and editing communication products for a variety of audiences.*
- *Demonstrated ability to work under pressure, managing competing priorities and deadlines with a high degree of autonomy and self-direction.*

**CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:**

*[Check the boxes of the behaviours that are most relevant to the role]*

**Develops Strategic Thinking**

- Demonstrates big-picture thinking to develop and maintain strategic direction
- Inspires and influences others towards achieving organisational goals and business objectives
- Develops and oversees the implementation of change initiatives in a sometimes uncertain environment
- Anticipates and identifies problem areas. Rapidly defines, objectively analyses and solves highly complex ambiguous problems
- Understands the organisations objectives and links between the business unit, the organisation, the whole of government policy agenda and public service values

**Achieves Results**

- Builds a high performing team that makes effective use of individual/team capabilities & drives effective outcomes
- Looks outside of organisational silos to identify resources and uses evidence, knowledge and experience to deliver the best results
- Adheres to, interprets and explains Public Sector legislation, regulations and policies and manages compliance across all areas of the Business Unit
- Manages own & others project performance & takes action to improve the delivery of quality outcomes
- Values specialist expertise and creates an environment conducive to the sharing and effective utilisation of professional knowledge and skills

**Drives Business Excellence**

- Continually searches for and champions new and innovative ways to add value linked to organisational outcomes. Embraces change
- References and utilises market trends, developments and economic/legislative changes to meet current and future organisational needs
- Inspires ongoing learning. Sets clear performance standards and gives timely recognition for good performance. Manages under performance promptly
- Proactively drives outstanding customer service through understanding needs

- *Demonstrated experience in managing partnerships and stakeholders and the administration of grant funding.*
- *Experience in effectively developing, maintaining and engaging with a wide range of stakeholders and the ability to develop and maintain professional networks. Exhibits a high degree of organisational awareness and keeps self and others informed about work issues and best practice approaches in the sector.*

**DPC VALUES:**

DPC's Values support the achievement of our objectives and build a high performing workplace. We will:

- Put our customers and citizens at the centre of our decision making (*Service*)
- Encourage and support innovation (*Innovation*)
- Respect and value our people and ensure their safety and wellbeing (*Respect*)
- Take pride in our organisation, our work and ourselves (*Professionalism*)

**CORPORATE RESPONSIBILITIES:**

Responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), Ethical Conduct and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.

- ☒ Manages expenditure & oversees procurement, ensures security of systems, deploys resources appropriately

**Generates Genuine Partnerships**

- ☒ Establishes credibility and negotiates persuasively. Offers a convincing rationale which has been carefully positioned against organisational outcomes
- ☒ Uses appropriate strategies to prevent, manage and resolve conflicts and disagreements promptly
- ☒ Facilitates a collaborative approach and promotes a positive environment to share information, encourage ideas and stimulate open discussion
- ☒ Demonstrates and models the values in creating partnerships across the business, and developing effective networking opportunities
- ☒ Confidently presents complex information in a clear & articulate manner tailored to meet the needs of the audience

**Role Models Personal Drive and Professionalism**

- ☒ Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture
- ☒ Raises and challenges important issues constructively and stands by own position when challenged. Accepts accountability for mistakes and ensures corrective action is taken
- ☒ Persists and focuses on achieving objectives through pressure, responding positively & in a controlled manner
- ☒ Demonstrates a high level of self-awareness and can identify areas in which own capabilities complement others. Strives for continual learning
- ☐ Promotes & develops an inclusive workplace culture that values & respects diversity and individual differences
- ☐ Advocates and drives standards for the safety and wellbeing of self and others