

Role Description

(Non-Manager)



Role Title: Senior Policy Officer

Division: Environment, Heritage and Sustainability

Classification Level: ASO7

Branch/Unit: Green Adelaide

CHRIS Position Number: P48434

Reports to (Title): Team Leader Planning

Our Organisation

The Department for Environment and Water (DEW) works to help South Australians conserve, sustain and prosper. Our work is critical to South Australia's future social, environmental and economic prosperity and well-being. We aim to be a flexible, responsive and influential adviser to Government and we deliver high quality policy, programs and assets across our wide and diverse portfolio of responsibilities. We have embraced technology that enables our people to have impact no matter where they live or how they work. Collaboration, diversity, inclusion, customer service and outcomes all matter to us. We work in partnership with community, traditional owners, industry and stakeholders to get results.

Purpose

Environment, Heritage & Sustainability Division

The Environment, Heritage and Sustainability Division develops and delivers policy and action that protects built and natural heritage, supports climate change adaptation and mitigation, delivers a resilient Adelaide, establishes arrangements for landscape management and partners with boards and councils to deliver their strategic objectives.

About the Branch/Business Unit

The Green Adelaide Branch, Department for Environment and Water, provides support to the Green Adelaide Board and seeks to facilitate and deliver the Board's Business Plan. The Board is established by the Minister for Environment and Water under the Landscapes SA Act 2019 and seeks to create Adelaide as a cool, green and water-sensitive city that encourages engagement with the natural environment from the urban community of 1.3 million people. Green Adelaide delivers a "hills to sea" integrated catchment approach with a target to have Adelaide proclaimed a "national park city" and to promote the biodiversity, coastal values, nature-connectedness and sustainable use of water resources across the metropolitan area. Partnerships and collaboration with all levels of government and non-government organisations, the community and Kurna is at the heart of delivering the programs of Green Adelaide.

About the Role

The Senior Policy Officer drives multiple, complex and concurrent policy and land use planning projects that progress Adelaide towards becoming cooler, greener and wilder, including the development and review of the regional landscape plan and supporting documents including annual business plan. The Senior Policy Officer develops strong working relationships with key internal and external stakeholders to enable effective outcomes for the management of landscapes in the Region.

Key Role Outcomes

- Policy and land use planning projects are developed, reviewed and implemented in line with legislative and review requirements and in collaboration with key stakeholders and the community.
- Policy and land use planning projects are monitored and evaluated in accordance with Board Frameworks, and recommendations are provided where improvements are required.
- Strategic and collaborative partnerships and working relationships are established within DEW, with Local Government Authorities, State Government Agencies, industry and community that encourage and facilitate optimum results for the priorities of the Green Adelaide Board.
- Policy projects, including investigations, are well designed, adhere to Departmental standards for procurement and contract management and deliver outcomes (which assist with the management of the Region consistent with Green Adelaide priorities) within the specified timeframes.
- Expert advice is provided as required to the Green Adelaide Board, and its sub-committees and across DEW relating to the priorities of Green Adelaide.
- Government and stakeholders are provided with timely and effective planning and policy advice, which is supported by evidence, science and critical analysis.
- Plans, reports and other materials are well evidenced and written in an engaging and accessible manner.

Key Relationships

- Regional Management Team and staff
- DEW staff
- Green Adelaide Board and related committees
- Local Government and other State Government Agencies and Government Boards
- Industry Stakeholders, Research Institutions and NGOs

Special Conditions

- May be required to participate in fire management or associated duties
- Located at Waymouth Street
- Out of hours work may be required
- Intrastate and interstate travel may be required
- Must hold a current drivers licence

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Thinking and Acting Strategically • Leading and Influencing Change 	<ul style="list-style-type: none"> • Thinks 'outside the box' and views issues from different perspectives to formulate ideas • Alerts Executive and senior managers to opportunities and threats. • Manages up and down to successfully introduce new policy directions and / or business system improvements • Facilitates change across the Agency by providing informed advice and/or useful systems and tools to other managers.
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes 	<ul style="list-style-type: none"> • Sets priorities for self and clear expectations and priorities for others and manages work flow in order to achieve outcomes on time • Deals assertively in overcoming barriers to action
Drives Business Excellence	<ul style="list-style-type: none"> • Facilitating quality and continuous improvement 	<ul style="list-style-type: none"> • Seeks out new ways of working and empowers staff to be innovative in their approach to work. • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Influencing and negotiating • Communicating and Managing Conflict • Using political savvy 	<ul style="list-style-type: none"> • Listens to the views of stakeholders and tailors advice or recommendations to gain greater engagement and achieve positive outcomes. • Builds credibility with stakeholders and customers by demonstrating reliability and respect and uses this credibility to negotiate outcomes • Appreciates differences in opinion and show consideration and diplomacy in responding. • Respects others views and incorporates these into communication and decision making. • Gains understanding of and effectively navigates through organisational decision making processes to achieve outcomes

		<ul style="list-style-type: none"> Identifies supporters and barriers to achieving outcomes and proactively manages these.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> Displaying flexibility and resilience 	<ul style="list-style-type: none"> 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.

Technical, Professional/Knowledge and Experience (including qualifications)

- Experience in developing and implementing policy and planning initiatives, reports and developing policy advice in a complex environment.
- Experience with analysing and assimilating complex scientific, technical, legislative and policy information, identifying key issues and translating this into policy initiatives and advice.
- Experience undertaking internal and external consultation processes and identifying ways to balance and resolve competing agendas and ideas.
- Writes fluently, conveying complex information in a way that the reader will easily understand its message.
- Quickly identifies the implications of information and makes strategic judgements based on this and is able to bring internal and external stakeholders along on the journey of the decision making process.
- Is able to identify accurately and break down the underlying issues in a way that demonstrates clear understanding of the problem.
- Values the expertise of others and consults with them to ensure technical knowledge is applied to the benefit of the business/customer
- A sound understanding of legal principles that underpin the administration of legislation and delivery of policy is desirable.
- Demonstrated excellent interpersonal, negotiation and communication skills to support policy making and the preparation of across Green Adelaide positions and/or documents.
- An understanding of the *Landscape SA Act 2019* and the *Planning, Development and Infrastructure Act 2016* is desirable.

Qualifications

- Tertiary qualification in Natural Resources Management, Urban and Regional Planning or similar is highly desirable.

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 for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Actively participate in the Department's Performance Development and Review Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

DEW Branch:	Environment, Heritage and Sustainability	Date classified:	1/10/22 – by comparison
DEW Division:	Green Adelaide	Classified:	Yes