

Role Description

(Non-Manager)



Role Title: Principal Policy Officer

Division: Water and River Murray

Classification Level: ASO7

Branch/Unit: Water Infrastructure and Operations/
Environmental Water unit

CHRIS Position Number: P06299

Reports to (Title): Manager, Environmental Water

Our Organisation

The Department for Environment and Water (DEW) is committed to providing a highly supportive work environment that values the participation and contribution of every employee in shaping the future of the department. DEW is a high performing organisation that encourages excellence, improvement and growth at both an organisational and individual level. DEW has a flexible approach to doing business and is committed to ensuring our people have flexibility around the number of hours worked, scheduling of hours and location of work. Everything we do is underpinned by our core values and consequently we value and respect our people; we encourage active participation and leadership; we continuously seek to be better and we achieve results.

Purpose

The Water and River Murray Division is responsible for leading the achievement of the South Australian Government's priorities in relation to the use, management and conservation of the State's water resources. The Division delivers this through developing and implementing water related policies, strategies and programs; managing the State's water licensing and permitting system; leading the operation of the River Murray in South Australia; undertaking water science and monitoring to sustainably manage the State's water resources; overseeing the construction of major water related infrastructure projects; and supporting the South Eastern Water Conservation and Drainage Board and the Stormwater Management Authority. The Division has the added specific responsibility for driving the delivery of the Murray-Darling Basin Plan.

About the Branch/Business Unit

The Water Infrastructure and Operations Branch leads, coordinates and supports programs and projects across South Australia, with a primary focus on the Murray-Darling Basin. The Branch is responsible for advising on and managing the sustainable delivery of River Murray water to the State. The Branch is also responsible for the development, construction, operation and maintenance of innovative water management infrastructure and other solutions to deliver enhanced environmental, social, cultural and economic outcomes for the South Australian River Murray, the Eastern Mount Lofty Ranges, the South East Drainage Network and the Patawalonga Lake System.

About the Role

The Principal Policy Officer is responsible for the development of policy and provision of expert policy, planning and management advice related to key Murray-Darling Basin issues and programs and particularly those related to environmental water management and river operations. The position provides leadership to the development and maintenance of alliances and cross government working groups with an interest in Murray-Darling Basin management policy and research and promotes mechanisms for building closer relationships between the government and key stakeholders.

Key Role Outcomes

- High quality and timely policy, strategy, planning and management advice is delivered to assist the agency when making decisions in relation to Murray-Darling Basin water and natural resource management issues.
- Murray-Darling Basin natural resource management policies and strategies are developed, implemented and influenced to achieve government and agency objectives.
- Strategic policy, advice, positions and initiatives are achieved through the analysis of technical information, stakeholder input and complex legislation and policy documents.
- Key policy, planning and reporting advice and documents are prepared or coordinated consistent with agency objectives and priorities.
- Relevant stakeholders are effectively and adequately engaged in the development and provision of policy advice

- The agency and government's interests are represented in relevant inter-agency and inter-jurisdictional working groups and committees.
- Effective leadership and project management is provided in order to ensure the timely delivery of outcomes.

Key Relationships

- Reports to the Manager, Environmental Water.
- The Environmental Water Team and other teams in the WIO Branch
- The Water Security, Policy and Planning Branch staff and Managers
- Senior staff within the branch, group and agency.
- Inter and intra state government agencies.
- Murray-Darling Basin Authority.
- Relevant stakeholder representative groups and community groups.

Special Conditions

- May be required to participate in fire management or associated duties.
- A current class "C" driver's license and willingness to drive is desirable.
- Some out of hours work may be required.
- Interstate travel including overnight absences may be required.

| Core Competencies | Elements | Behavioural Indicators |
|--|--|---|
| Shapes Strategic Thinking and Change | <ul style="list-style-type: none"> • Leading and Influencing Change • Creating Vision and Direction | <ul style="list-style-type: none"> • Facilitates change across the agency by providing informed advice and/or useful systems and tools to other managers. • 'Sells' concepts upwards, sideways and downwards in the organisation to enable introduction of new initiatives. • Develops business and/or operational plans to take account of the agency's strategic directions. |
| Achieves Results | <ul style="list-style-type: none"> • Delivering Effective Outcomes | <ul style="list-style-type: none"> • Sets priorities for self and manages workflow in order to achieve outcomes on time. • Deals assertively in overcoming barriers to action. |
| Drives Business Excellence | <ul style="list-style-type: none"> • Directing Resources • Facilitating Quality and Continuous Improvement | <ul style="list-style-type: none"> • Effectively manages the budget for their work area. • Reviews work progress and facilitates revision of priorities as required. • 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 | <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. |

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| 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. |
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Technical, Professional/Knowledge and Experience (including qualifications)

- Experience with leading and project management of complex and sensitive policy analysis and development involving stakeholder management.
- Experience with analysing complex and technical information, identifying critical issues and translating this into policy and management advice.
- Experience in defining strategic objectives and operational goals and working with others to achieve effective solutions, objectives and goals.
- Knowledge of natural resource/environment management issues, especially those relating to the Murray-Darling Basin and environmental water management is highly desirable.
- Tertiary qualification in science, natural resource management or similar is 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.

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| DEW Branch: | Water Infrastructure and Operations | Date classified: | 12/02/2020 |
| DEW Division: | Water and River Murray | Classified: | Yes |