

Role Description

(Non-Manager)



Role Title: Senior Project and Policy Officer

Division: National Parks and Wildlife Service

Classification Level: ASO6

Branch/Unit: Conservation and Wildlife

CHRIS Position Number:

Reports to (Title): Senior Legislative Policy Officer

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

National Parks & Wildlife Service Division

The National Parks and Wildlife Service is a division of the DEW that conserves nature, parks and places that enrich our identity and benefit our community. With over 350 reserves covering 20% of South Australia, the work of the Division supports broad goals associated with conservation and scientific endeavour, nature-based tourism and visitor services, community health and wellbeing, and reconciliation.

The Division's business is delivered through seven regions, where park staff work with the community and key partners to manage the protected area estate and Crown land, which includes diverse terrestrial, marine and riverine environments. Regions maintain a focus on the delivery of park management programs, which span the fields of conservation and wildlife management, fire and flood, visitor services, planning, project and asset management, and the co-management of reserves with Aboriginal community partners. The central branches of the Division provide strategic leadership and program direction to support regional business delivery, the day-to-day management of the public land estate and commercial interests and operations.

Specifically, the work of the National Parks and Wildlife Service includes:

- designing and implementing on-ground conservation and threat abatement measures that deliver on the State's national and international obligations;
- managing wildlife based on sound ecological, environmental, social and economic factors;
- showcasing key attractions and providing exceptional visitor experiences and services at commercial sites and parks;
- delivering DEW's fire management program and flood hazard leader responsibilities;
- managing visitor infrastructure, services, public access to and the commercial use of national park, reserves and Crown land;
- leading DEW's engagement with Aboriginal communities, including co-management of parks and reserves, and supporting DEW's reconciliation agenda;
- leading DEW's compliance and enforcement responsibilities;
- providing policy leadership and legislative expertise in conservation, Aboriginal engagement, protected areas and wildlife management; and
- engagement and participation of E-NGOs and volunteer groups.

About the Branch/Business Unit

The Conservation and Wildlife Branch plays a critical role in leading the development of policies that are directly related to managing the state's natural, cultural and heritage resources and for administering and implementing a range of legislation that supports the South Australian State governments' environmental and natural resource management priorities and statutory responsibilities. The key legislation administered and implemented by the branch includes the *National Parks and Wildlife Act 1972*, *Animal welfare Act 1985*, and the *Marine Parks Act 2007*.

About the Role

The Senior Policy and Project Officer plans, coordinates and manages the delivery of projects relating to legislative reform of animal welfare and develops and negotiates supporting policies. The position provides expert policy and management

advice related to a range of animal welfare reform initiatives and other priority issues. The Officer liaises with and encourages the participation of a wide range of internal and external stakeholders in the delivery of projects.

Key Role Outcomes

- Effective and timely professional, technical and policy advice, supported by sound evidence and analysis, is provided to government and stakeholders.
- Investigations and projects to support animal welfare legislative reforms are developed, coordinated and implemented, on time, on budget and to a high quality.
- The Department is represented in public consultation forums in order to discuss and form policy positions relating to animal welfare management issues.
- Key stakeholders are consulted and strategic and constructive partnerships developed and fostered, both within and outside of the agency.
- Policy options and mechanisms for the reform of animal welfare issues are effectively developed, negotiated and delivered to influence and/or meet election commitments. .
- Project schedules, risk registers, meeting and communication and other project records are developed and maintained.

Key Relationships

- Reports to the Principal Legislative Policy Officer.
- Works collaboratively with the members of the Wildlife Programs team, other Units with the Conservation and Wildlife branch and other Branches in the National Parks and Wildlife Services.
- External organisations such as the RSPCA and other animal welfare organisations.
- Liaises with key industry and community interest groups associated with animal welfare.

Special Conditions

- May be required to participate in fire management or associated duties.
- Some intra/interstate travel involving overnight absences and out of hours work may be required.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Department requiring you to obtain a National Police Clearance (NPC).

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	• Leading and Influencing Change • Thinking and Acting Strategically	• 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. • Makes strategic judgments and presents options based on implications of analytical thinking. • Flags potential options for dealing with issues and implications.
Achieves Results	• Delivering Effective Outcomes • Making Decisions	• Sets priorities for self and manages workflow in order to achieve outcomes on time. • Deals assertively in overcoming barriers to action. • Ensures decisions taken abide by legislation, regulations and policies.

Drives Business Excellence	Promoting Customer Service	Seeks to understand the needs and issues of a diverse customer base.
Forges Relationships and Engages Others	- Influencing and Negotiating - Using Political Savvy	- Uses business and subject matter knowledge to influence engagement in outcomes. - Gains understanding of and effectively navigates through organisational decision making processes to achieve outcomes. - Is highly effective in knowing what to say, when, and to whom and how to communicate messages in a way that will gain support.
Exemplifies Personal Drive and Professionalism	Displaying Flexibility and Resilience	- Maintains a positive outlook when under pressure and is composed in face of setbacks. - Balances competing demands in a calm manner.

Technical, Professional/Knowledge and Experience (including qualifications)

- Tertiary qualification in animal sciences, public policy or equivalent is desirable.
- Values the expertise of others and consults with them to ensure technical knowledge is applied to achieve key outcomes.
- Experience in establishing and managing sensitive, critical and complex policy projects involving stakeholder management and consultation processes.
- Demonstrated experience in project management.
- Demonstrated experience in developing, negotiating and delivering policy options.
- Demonstrated experience in the provision of expert advice based on analysis.
- Experience in interpreting and administering legislation.
- Knowledge of legislation related to the management of animal welfare.
- Demonstrated ability to learn subject matter knowledge.

Work Health and Safety

Contribute to Workplace Safety

- Accepts responsibility for own and other's safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate

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:	Conservation and Wildlife	Date classified:	11/11/2022
DEW Division:	National Parks and Wildlife Service	Classified:	Yes