

ROLE DESCRIPTION

ROLE TITLE: Principal Policy and Programs Officer

CLASSIFICATION: AS07

ROLE NUMBER: P46874

AGENCY: [Department of the Premier and Cabinet](#)

DIVISION: Chief Operation Officer

BUSINESS UNIT: Multicultural Affairs

REPORTS TO: Manager, Policy and Community Relations

ROLES REPORTING TO THIS ROLE:

BUDGET: N/A

ROLE PURPOSE:

The Principal Policy and Programs Officer is responsible for providing authoritative policy advice on issues of interest to the Premier and the Minister for Multicultural Affairs, and for leading the development of policy and program initiatives that promote cultural and linguistic diversity, in particular the Multicultural South Australia Ambassador Program.

KEY OUTCOMES OF ROLE:

1. Lead and coordinate the development of proposals on major complex policy issues relating to multicultural affairs.
2. Provide high quality advice with recommendations for the Premier and the Minister for Multicultural Affairs, on specific policy and project proposals.
3. Develop, implement, and monitor projects by preparing project documentation, including briefings, project plans, and monitoring and evaluation reporting on project outcomes.
4. Prepare well-considered policy papers, submissions, briefings and notes on complex policy issues, including Submissions, Estimates Briefings, Parliamentary Briefing Notes and other government documents.
5. Proactively identify issues or opportunities for improved project and program delivery.
6. Establish and develop effective collaborations and a network of strategic alliances with key stakeholders across government, non-government organisations, and multicultural communities, and business.
7. Represent the department on various state, Commonwealth and non-government committees, forums, and working parties.
8. Liaise and negotiate with other agency staff on a range of policy issues.
9. Manage policy staff as required.

KEY RELATIONSHIPS / INTERACTIONS:

- Manager, Policy and Community Relations – line manager
- Director, Multicultural Affairs
- Colleagues in Multicultural Affairs and across government.
- South Australian Multicultural Commission
- Multicultural community leaders and business leaders.

SPECIAL CONDITIONS:

- 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 those relevant for the role):
 - ☒ National Police Check (required for all roles)
 - ☐ Working with Children Check
 - ☐ Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- 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.
- Some work outside of normal hours will be required.

KEY SELECTION CRITERIA:

- Experience in shaping strategic thinking and providing strategic advice, including through the demonstrated use of high-level analytical and problem-solving skills.
- A track record in achieving results in a fast-paced environment, including being a strong team player, and flexible without compromising on quality.
- Strong interpersonal skills, including proven ability to consult, liaise, influence, negotiate and develop a network of strategic alliances.
- Superior written and oral communication, including the ability to explain complex concepts succinctly and clearly, and to be able to successfully negotiate outcomes.
- A high level of personal drive, professionalism and leadership capability, including the ability to manage highly sensitive issues with tact, discretion and strict confidentiality.
- Significant policy and project development, implementation, evaluation, and/or reform experience, with a high level of expertise in one or more significant areas of government policy.
- High level political acumen and an understanding of government priorities, processes and accountabilities, including an understanding of the Cabinet process.
- A relevant tertiary qualification or equivalent significant work experience.

SOUTH AUSTRALIAN PUBLIC SECTOR PURPOSE

- Making a difference so South Australia thrives

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are 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](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Supports and Implements the Strategic Direction

- ☒ Understands the big-picture and contributes to the development of strategic direction
- ☒ Understands and supports organisational goals and business objectives
- ☒ Understands, supports and promotes organisational goals and business objectives
- ☒ Steers and implements change
- ☒ Identifies, defines and solves complex problems relating to the teams work objectives
- ☒ Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- ☒ Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- ☒ Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- ☒ Ensures compliance with Public Sector legislation, regulations and policies
- ☒ Monitors project performance and takes action to improve the delivery of quality outcomes as required
- ☒ Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- ☒ Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- ☒ Keeps abreast of market trends, developments and economic/legislative changes to meet current and future organisational needs
- ☒ Identifies learning opportunities. Gives timely praise and recognition. Deals with under-performance promptly, and works towards agreed performance standards
- ☒ Embeds a strong customer service ethos by understanding needs
- ☒ Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

- ☒ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- ☒ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- ☒ Works collaboratively and shares information with own team and seeks input from others
- ☒ Builds and sustains positive relationships with team members, stakeholders and clients
- ☒ Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- ☒ Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour
- ☒ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- ☒ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- ☒ Self-evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self-development
- ☒ Contributes to a culture that values and respects diversity and models this in all interactions
- ☒ Ensures standards for the safety and wellbeing of self and others are maintained