



Role Description

Role title: Senior Policy Officer

Classification: ASO6

Position Number: P70382

Agency: Royal Commission into Artificial Intelligence (AI)

Reports to: Director, Policy

Roles reporting to this role: NIL

Budget/expenditure: NIL

Role purpose: The Senior Policy Officer supports the Royal Commission into Artificial Intelligence (AI) by undertaking policy research, analysing quantitative and qualitative evidence and preparing policy advice on matters within the Commission's Terms of Reference. The role contributes to the development of briefings, discussion papers, findings, recommendations and reports, and assist in coordinating input from government agencies, subject matter experts and other stakeholders, to support the delivery of the Commission's objectives.

The Department of the Premier and Cabinet is the lead agency for coordinating the South Australian Royal Commission into Artificial Intelligence.

Key responsibilities:

1. Develop and implement project and policy plans that support the Royal Commission's Terms of Reference, coordinating activities and ensuring the timely delivery of policy advice, project milestones and associated outcomes.
2. Establish, maintain and continuously improve project and policy systems, ensuring effective workflows, documentation management and governance processes that support the delivery of Royal Commission objectives.
3. Contribute to the development and implementation of project and policy plans, monitoring progress and supporting the timely delivery of outcomes aligned with the Royal Commission's strategic priorities.
4. Conduct research, analyse information and provide policy advice to support the development of high-quality briefings, findings, recommendations and reports for the Royal Commission.
5. Analyse stakeholder and policy issues and provide timely advice and recommendations to support informed decision-making by Royal Commission senior managers.
6. Apply relevant legislative, regulatory and policy frameworks, and utilise departmental and across-government processes to support effective policy development, coordination and advice.
7. Provide timely information, analysis and advice to support policy and project work, ensuring outputs are informed by current evidence, contemporary practice and relevant legislative, policy and regulatory developments.
8. Coordinate and contribute to the delivery of the Royal Commission's policy and project work through effective collaboration, problem-solving and consideration of broader government priorities.

Role specific criteria:

- Demonstrated ability to manage complex policy and project work, including effective planning, scheduling, coordination and monitoring activities, with sound knowledge of project management principles and the ability to prepare high-quality documentation, reports and briefings.

- A track record in achieving results in a fast-paced environment, including being a strong team player, and flexible without compromising on quality and able to respond to emerging policy and project priorities.
- Strong interpersonal skills, including proven ability to communicate with diverse cohorts who may have support needs and to engage effectively on policy matters across government and community settings.
- Highly developed written and oral communication skills, including the ability to explain complex concepts and provide information in a clear, concise and accessible manner, particularly when preparing briefings, policy advice and reports.
- Proven ability to balance multiple priorities to specified deadlines and achieve objectives in a dynamic environment including managing simultaneous policy and project tasks.
- Proven ability to build and maintain productive relationships across government and non-government sectors to support collaboration and the delivery of policy and project objectives.
- Demonstrated understanding and proven ability to apply critical analysis, sound judgement and discretion to navigate sensitive and complex issues.
- Sound experience in AI policy development within government or large organisations (desirable).

Key Relationships / Interactions:

- Royal Commissioners
- Head, Royal Commission into Artificial Intelligence
- Director, Policy
- Other staff of the Royal Commission
- SA Government and Australian Government agencies
- External and community stakeholders (as referred to in the terms of reference for the Royal Commission)

Special conditions

- Applicants will be required to undergo a Nationally Coordinated Criminal History Check (NCCHC) (required for all roles).
- You will be required to participate in the department's Performance Development Program.
- May be assigned to duties at this level within any area of the Royal Commission.
- Some out-of-hours work may be required.

Capabilities for the role

The **DPC Capability Framework** outlines the knowledge, skills and abilities required to perform a role successfully. It groups capabilities into four core areas - **Personal Attributes, Relationships, Results and Business Enablers**. A fifth group, **People Management**, relate to roles with leadership responsibilities. These core groups provide an understanding of what is needed to perform the role effectively.

Focus capabilities

The **focus capabilities** behaviours most critical to successful performance in this role and are assessed during the recruitment process along with any role specific criteria. The focus capabilities for this role are listed below, each with a short description and examples of the behaviours expected at the required level.

FOCUS CAPABILITIES			
GROUP	CAPABILITY	BEHAVIOURAL INDICATORS	LEVEL
Personal Attributes	Act with Integrity: Behave in a professional and ethical manner in accordance with the South Australian Public Sector Values.	• Prioritise delivering a consistently positive customer experience	INTERMEDIATE
		• Support a culture of quality customer service in the department	
		• Demonstrate a thorough understanding of available services provided and communicate effectively with customers to address their needs	
		• Anticipate customer service needs and develop tailored, innovative solutions to address them	
		• Cooperate across work areas to improve outcomes for customers	

Relationships	Communicate Effectively: Communicate clearly, pay attention to others and respond constructively.	- Adapt your communication style to suit diverse audiences and remove barriers that may limit participation - Clearly explain complex concepts and arguments to individuals and groups - Create opportunities for others to be understood and encourage them to express their perspectives - Share information across teams and business units to enable informed decision making - Utilise a range of styles and formats to suit the intended audience - Use effective communication channels to share information, engage and interact with a broad range of audiences	PROFICIENT
Relationships	Work Collaboratively: Cultivate strong, effective working relationships that encourages teamwork and actively values the contributions of others.	- Foster a supportive and cooperative team environment - Share information and knowledge across teams to enhance shared learning - Recognise and celebrate outcomes achieved by working together effectively - Share information and solve issues and problems together - Provide support to others in challenging situations - Use collaboration tools, including digital technology, to work with others	INTERMEDIATE
Results	Deliver Results: Achieve results through a focus on quality outcomes and efficient use of resources.	- Actively seek and incorporate specialist advice to strengthen the quality and impact of work outcomes - Deliver tasks within agreed budgets, timeframes and standards, monitoring progress to stay on track - Take ownership by progressing and delivering both individual and team tasks - Contribute to achievement of team and business area goals through consistent, results-focussed effort - Identify barriers for achieving results and resolve these promptly where possible - Adapt approach as necessary to respond to changing circumstances or challenges to ensure tasks or projects remain on target	INTERMEDIATE
Results	Think Through and Solve Problems: Solve problems by assessing the broader context, challenge inefficiencies and think creatively.	- Research and apply critical-thinking techniques to analyse information, identify connections and develop evidence-based insights - Proactively identify and address issues and potential problems that may have a negative impact on departmental objectives, employees or end users - Generate creative new ideas and options to address issues and improve the customer or stakeholder experience - Seek contributions and ideas from people with diverse backgrounds and experiences - Collaborate to identify, share and implement business process improvements that address shared challenges, resolve issues and enhance operational effectiveness - Analyse data and information to generate meaningful insights, communicate findings clearly, and advocate for process improvements that enhance business effectiveness and support objectives	PROFICIENT

Business Enablers	Project Management: Understand and apply project planning, implementation, quality and control methods. descriptor here.	• Communicate with stakeholders and customers under supervision, to understand requirements • Conduct research and analysis to support the delivery of project objectives and outcomes • Contribute to the development and monitoring of project documentation and resource estimates • Identify, record and escalate risks with project design and delivery • Participate in reviews of progress, outcomes and communicate opportunities for future improvements • Monitor project tasks and promptly communicate and escalate deviations from the project plan to ensure timely resolutions	INTERMEDIATE
People Management	Lead Reform and Change: Being an advocate of change, engage and support others during times of uncertainty.	• Promote change initiatives by clearly explaining their purpose, impact and benefits across the team or business unit • Demonstrate flexibility and adaptability when responding to shifting priorities, uncertainty and ambiguity • Provide guidance and support to help others manage uncertainty and navigate change with confidence	INTERMEDIATE