

Role Statement



TITLE OF POSITION: Team Leader, Legislative Assurance
CLASSIFICATION LEVEL: ASO7

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient transport and infrastructure networks and facilitating State development in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values-based organisation, promoting a culture of shared core values that unifies and motivates its workforce to serve all South Australians. By working together, we capitalise on a unique and powerful opportunity to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises four directorates: Investment Services, Information Services, Customer Experience and People and Performance.

Legislative Assurance is the responsibility of the Investment Services directorate within the Risk and Assurance section.

Role Overview

The Team Leader, Legislative Assurance oversees two Senior Legislative Assurance Officers and is accountable to the Unit Manager, Risk, Security, and Emergency Management. The Team Leader, Legislative Assurance has the primary responsibility for leading and coordinating the Department's Legislative Assurance processes. These processes, among other things, include developing and maintaining the Department's Legislative Compliance Program, controlling engagement of the services from the Crown Solicitor's Office (CSO), maintaining and innovating the Department's delegations framework, and developing and maintaining a central register of departmental authorised officers. Further, the Team Leader, Legislative Assurance is a key provider of advice regarding governance processes and frameworks.

Key Outcomes of the Role

The Team Leader, Legislative Assurance is required to undertake a wide range of activities which may include (but not limited to) the following:

- a. Collaboration with other units within Risk and Assurance to contribute to the achievement of the section's, directorate's, and divisions strategic objectives.

Directorate: Investment Services
Position Number:
ANZCO Code:
Location: Adelaide CBD
Knet No. #10453908



Government of South Australia
Department of Planning,
Transport and Infrastructure

- b. Lead the development, creation, and maintenance of a robust, best practice, Legislative Compliance Program.
- c. Lead the development, creation, and implementation of processes to manage engagement with CSO to drive cost efficiencies and to hold CSO accountable for the quality of their service provision.
- d. Providing expert advice, assessment and analysis in relation to legal-related matters across the agency and specialist assistance on legal-related matters to senior managers and managing the coordination with CSO where legal advice is required.
- e. Lead the reform of departmental delegations framework and system, including the delivery of innovative and empowering delegations which reduce internal bureaucracy and red-tape whilst maintaining an adequate control environment.
- f. Lead the creation and implementation of a central registry for the department's diverse range of prescribed and authorised officers, including the development of a robust framework of controls over authorisation of officers.
- g. Coordinate with other areas of Risk and Assurance (e.g. – internal audit and risk management) to provide advice on governance processes and frameworks, including specific advice and assistance to the Department's Portfolio Management Office.
- h. Develop and review of policies and procedures that relate to, and impact on, legislative assurance activities.
- i. Provide paralegal assistance to the Debt Recovery and Claims area within Risk and Assurance.
- j. Motivating and/or mentoring staff and coordinating resources and stakeholders to deliver assigned agency programs, projects, systems, policy development processes and/or services.
- k. Managing critical, sensitive and/or complex information and consultation processes with stakeholders and across government agencies.
- l. Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special Conditions and Essential Requirements

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures.

Some out of hours work and inter/intrastate travel, including overnight absences, may be required.

Qualifications / Licences

Relevant tertiary qualification appropriate to the role (e.g. LLB)

Person Capabilities

- a. Proven experience and exposure across a broad spectrum of legal fields and practice including, but not limited to, administrative law, statutory interpretation, disciplinary proceedings, privacy law, commercial law, contract law, corporations law, bankruptcy law and FOI legislation.
- b. Ability to identify when legal advice is required from the CSO.
- c. Experience in policy development and proven capacity to understand and translate best practice standards into effective and efficient practices and procedures.
- d. Experience in delivering/coordinating business improvement programs.

- e. Proven ability to work collaboratively with all levels within the organisation as well as with authorised external parties.
- f. Demonstrated ability to communicate effectively, succinctly, and accurately, in writing and verbally, to people at all levels in a professional and tactful manner including successfully negotiating and resolving conflict with staff and stakeholders.
- g. Proven ability to identify, analyse and solve complex problems.
- h. Proven ability to work under broad direction, independently or as part of a team, identify performance outcomes, plan and coordinate activities, set priorities, achieve objectives with deadlines and make timely and well informed decisions.
- i. Ability to act with urgency, apply and advise on broad discipline knowledge, formulate and suggest practical and innovative solutions and implement change with consideration to operational realities.
- j. Ability to facilitate DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere, and transparent in our decision making and act at all times in such a way to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive.”
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- k. Ability to support a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and *Equal Employment Opportunity Act 1987*.
- l. Knowledge and understanding of Aboriginal and Torres Strait Islanders cultural issues and ability to address access barriers to participation in departmental policies, programs and services.
- m. Ability to support a culture of commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the Work Health and Safety Act 2012, utilising AS/NZS IS031000:2009 Risk Management or equivalent.

Delegate Approval

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Name

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Signature

Date: / /