

Role Statement



TITLE OF POSITION: Project Officer
CLASSIFICATION LEVEL: ASO-5

Organisation Overview

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

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and 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

The People and Business Division has responsibility for the delivery of a whole of department approach to service delivery within the department, across government and to the South Australian community. This is achieved by integrating the collaborative efforts of staff, sections and divisions within the Department to achieve a shared goal. This Division comprises five directorates: Customer & Information Services, Investment Services, People and Performance, Commercial & Legal and Portfolio Management Office.

The Commercial & Legal Directorate's prime objectives are to improve the commercial capability of the Department and to provide advice on and support the Department's legislative obligations. The Commercial section achieves its objectives by assessing the commercial feasibility of projects and proposals, providing advice on alternative commercial models or finance structures and providing economic insights and analysis. The Legislation section achieves its objectives by managing the reform to modernise the departments legislative framework, providing advice on legislative requirements and managing amendments to legislative instruments, drafting authorisations, delegations and other instruments, providing advice on the parliamentary and cabinet process and liaising with the Crown Solicitors Office.

Role Overview

The Project Officer is accountable to the Manager, Legislation for the provision of legislative and associated policy advice at both state and national levels, including the development of new legislation, review of existing legislation, and development of implementation and post implementation strategies, which results in the achievement of Government and Departmental objectives.

A key focus of the role is drafting sensitive Cabinet submissions and associated briefing papers; conducting high level and collaborative liaison and consultation with key advisory and industry groups and Commonwealth, interstate, State and non-government organisations and agencies; and preparing high level responses to

Directorate: People and Business
Position Number:
Location: ASO5



Government of South Australia
Department of Planning,
Transport and Infrastructure

sensitive or contentious correspondence and enquiries which impact on policy or legislative issues.

Key Outcomes of the Role

The Project Officer is required to undertake a wide range of activities which may include all or any of the following:

- a. Implementing and/or coordinating assigned agency programs, projects, systems, policy development processes and/or services that are considered to be broad in scope and may include supporting related planning, change and improvement functions.
- b. Motivating and/or mentoring staff and controlling allocated resources to deliver assigned agency programs, projects, systems, policy development processes and/or services.
- c. Resolving complex issues with innovative solutions that are consistent with Agency objectives which may include developing and selecting new techniques and methodologies appropriate to the discipline and agency.
- d. Providing high level analysis, research, information and expert advice that will assist in the development of assigned agency programs, projects, systems, policies and/or services.
- e. Undertaking critical, sensitive and/or complex information, consultation and/or negotiation processes with stakeholders and across government agencies.
- f. Coordinating investigations and preparing reports and recommendations on matters of some complexity and sensitivity.
- g. Contributing 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.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

- a. Attendance may be required on Public Holidays and over the Christmas New Year period.
- b. Some out of hours work and interstate and intrastate travel may be required.
- c. Attendance at Parliament to assist the passage of legislation may be required.

Qualifications / Licences

- a. A tertiary qualification in law, planning or other relevant discipline.

Person Capabilities

- a. Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values 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 as 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.”
- c. Facilitates 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 the *Equal Employment Opportunity Act 1987*.
 - d. Demonstrates 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 ISO31000:2009 Risk Management or equivalent.
 - e. Understands and is responsive to customer needs and perspectives, and provides a professional positive experience while managing outcomes which respect DPTI's systems, processes, and policies.
 - f. Proven ability to work under limited direction, independently or as part of a team, identify performance outcomes, plan and coordinate activities, set priorities, achieve objectives within deadlines and make timely and well informed decisions.
 - g. High level analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.
 - h. Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner including successfully negotiate and resolve conflict with staff and stakeholders.

Delegate Approval

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Name

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Signature

Date: / /