



# ASO8 Divisional Manager

## Role statement

<b>Organisational alignment</b>	Division:	North-South Corridor Program Delivery Office
	Directorate:	Business and Governance
	Section:	Business & Governance
<b>Reporting relationships</b>	Reports to:	Director, Business & Governance
	Direct reports:	Multiple

## Role overview

The North South Corridor Program Delivery Office (NSC) Divisional Manager provides high-level, effective operational business and project management leadership to ensure the efficient and well-governed functioning of the NSC. The role provides strategic advice and recommendations to the Executive Director to support the implementation and delivery of business activities including business reporting, strategic planning, governance oversight, organisational improvement and continuous improvement initiatives. This includes ensuring robust governance frameworks, compliance, accountability, risk management and sound decision-making aligned with legislative, policy and whole-of-government requirements.

The Divisional Manager leads workforce and human resource management functions across the Division, including workforce planning, performance management, capability development and fostering a high-performance, collaborative and values-driven culture. The role ensures effective resource allocation to meet program milestones and evolving infrastructure delivery demands.

The role works closely with Directors and project work stream leads to achieve key project milestones, leveraging business systems, reporting tools and data-driven insights to strengthen operational efficiency, support informed decision-making and drive improved business outcomes.

The role requires political acumen, knowledge of the North-South Corridor Program and the ability to proactively identify, analyse and triage complex, cross-functional issues in line with program milestones, risks, mitigations and emerging business needs, while maintaining strict confidentiality.

The role has a day-to-day reporting relationship with the Director, Business & Governance and maintains a close working relationship with the Executive Director. Flexibility and the ability to rapidly acquire and apply business knowledge are essential, as business needs may shift in response to changing priorities, program phases and emerging challenges. The Divisional Manager must remain responsive and adaptable to support the successful delivery of this highly visible and politically sensitive infrastructure program.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

### Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



**Collaboration**

We work together as one team to serve our customers.



**Honesty**

We are honest, open and act with integrity.



**Excellence**

We commit to excellence in everything we do.



**Enjoyment**

We enjoy our work and recognise our success.



**Respect**

We respect, understand and value the people we serve.

## Key outcomes required of the role

- Provide direction for cross-functional issues, managing effective workflows, ensures confidential/urgent/ad-hoc matters are appropriately dealt with in a proactive and timely manner.
- Implement complex, high-level, fact-checked, evidence-based, correspondence, briefing notes, Cabinet Submissions and reports in relation to specific projects, initiatives and issues, ensuring that submissions are accurate, timely and have appropriate signoffs.
- Develop and maintain effective and strategic networks, relationships and communication channels, both internal and external, to increase Division effectiveness and achieve departmental goals.
- Lead all cross-functional issues affecting the group such as safety, financial, human resource management, business processes, compliance and legislative obligations, business reporting, strategic planning, and organisational improvement.
- Robust governance, risk management and compliance systems are embedded and operating effectively, ensuring accountability, legislative alignment and sound decision-making across the Program Delivery Office.
- Develop and lead the business planning process for the division ensuring alignment with corporate strategies by translating plans into meaningful performance targets and initiatives and provide regular reporting for senior management.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, 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 attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

## Educational qualifications / licenses

- A current Driver's Licence is essential.

## Technical capabilities

- Demonstrates knowledge of and experience in Government financial management, accounting and budgeting principles, practices, standards, structures and evaluation techniques.

## Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

### Stream 3: Senior leader

Stream 3 roles would typically consist of team and senior leaders, senior team members and those with technical specialty (indicative classifications include ASO7-8, LE5, PO4-6, MAS3).

## Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Well-developed factual written (including editing) and verbal communication and presentation skills, with an ability to adapt style for a specific audience enabling diplomatic, honest, open discussions; including difficult conversations.
- Extensive experience drafting briefings, presentations, reports, Ministerial correspondence and Cabinet Submissions through working collaboratively with other teams and relevant subject-matter experts.
- Demonstrated high-level human resource management capability, including workforce planning, end-to-end recruitment, performance management, employee relations, capability development and fostering a high-performance, values-driven team culture.
- Experience in governance frameworks and processes, ensuring compliance, accountability, risk management and sound decision-making aligned with legislative, policy and whole-of-government requirements.
- High level skills to analyse critical, complex and highly sensitive information and identify and initiate the appropriate triage course of action and at all times, maintain complete confidentiality
- Advanced proficiency in business systems and corporate processes, with the ability to leverage data, reporting tools and digital platforms to drive operational efficiency, informed decision-making and continuous improvement.
- Proven ability to plan, prioritise, to manage concurrent assignments and is adept at organising concurrent work to meet deadlines and competing demands.
- Extensive experience in leading a team in developing desired business outcomes for highly politically infrastructure projects and achieving targeted results.
- Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

### Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Business & Governance, North-South Corridor Program  
Delivery Office

<b>People, Culture and Capability Use Only</b>	KNet ID: #16961767	ANZSCO code: 5311	Position number: P42877
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