Role Statement
Policy Officer (ASO5)

Organisational alignment	
Division:	Transport Policy and Regulation
Directorate:	Road Safety Policy and Reform
Section:	Various
Reporting Relationships	
Reports to	Various
Number of direct reports:	0 FTEs

Role overview

The core purpose of the Road Safety Policy and Reform Directorate is to develop and implement policy in the areas of road safety, vehicle registration, driver licensing, heavy vehicles and transport innovation to deliver benefits and outcomes to customers, the community and the economy and to provide advice across the Transport Policy and Regulation Division.

The Policy Officer is accountable to the relevant Section or Unit Manager within the Road Safety Policy and Reform Directorate for contributing to the ongoing development of legislation, regulations, standards, guidelines, rules, policies, initiatives and programs, while participating in projects and reforms across the Directorate and Division.

The Policy Officer role requires excellent verbal and written communication skills, combined with a proven research ability, to effectively collaborate with a range of internal and external stakeholders to support the Directorate's goals and the achievement of national and state objectives in line with regulatory and economic reform agendas.

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
At DPTI we work collaboratively as one team to serve our community

Honesty
At DPTI we are honest, open and act with integrity

Excellence
At DPTI we are committed to excellence in everything we do

Enjoyment
At DPTI we enjoy our work and recognise our success

Respect
At DPTI we respect, understand and value ourselves and every person in our business

Government of South Australia
Department of Planning, Transport and Infrastructure

Key outcomes required of the role

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

- Implementing and/or coordinating agency programs and projects, including service, system and policy reform processes that are broad in scope.
- Using strategic thinking, innovative solutions, collaboration and teamwork with staff, clients and others to achieve difficult and sometimes conflicting objectives consistent with Agency goals.
- Demonstrate flexibility by performing a variety of different functions and adapting to new situations, including the participation and contribution to multi-disciplinary project teams to deliver strategic priorities.
- 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.
- Undertaking investigations and preparing reports and recommendation on matters of some complexity and sensitivity.
- Engaging and liaising with internal and external stakeholders on relevant policy matters, including any change proposals.
- Contribute to a high standard of customer service and proactively consider legislative, regulatory and business risk.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with DPTI 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

- This role is classified as a position of trust.
- A National Police Check (NPC) is required prior to employment 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

- Appropriate tertiary qualifications or equivalent, relevant professional experience.

Technical capabilities

The following are the technical capabilities required for the role:

- Nil.

Person Capabilities

The department's 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.

- This role is classified as Stream 2 within the department's Capability Framework. Refer to Page 4 for the detailed capabilities required for this stream.

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the Person Capabilities (refer to Page 4) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the Role Overview and Key Outcomes.

- Proven experience in successfully contributing to developing and implementing, programs, projects, systems, policies and/or services requiring the efficient utilisation of resources and where required, the performance management and development of staff.

- 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.

- Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.

- 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.

- 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.

- Understands and is responsive to customer needs and perspectives and provides a professional positive experience while managing outcomes which respect DIT's systems, processes, and policies.

- Drives 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.

- Demonstrates cultural respect and understanding through the recognition of Aboriginal and Torres Strait Islander community needs. Shows respect for diverse backgrounds, experience and perspectives. Values and encourages diversity of thought.

Approved

Signature .... date ....

Title

Leader

Roles in this stream typically consist of supervisors, senior team members and those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

Personal Attributes	Building Relationships	Achieving Results	Leadership and Growth	Performance Enablers
Commits to the role of public service Actively demonstrates the DPTI values and public-sector values and ethics. Helps team members understand how these apply in the workplace.	**Communicates effectively** Communicates clearly, ensuring everyone has an opportunity to contribute. Is open, honest and prepared to have difficult conversations. Adapts style to the situation to ensure that concepts are explained in a way that is understood. Ensures information is communicated in an accurate and timely way.	**Accountable for delivering results** Takes initiative to progress and deliver their work while contributing to team goals. Responds to changing needs, puts in place effective plans, control and evaluation measures to ensure deadlines are met and high-quality work is produced.	**Leads high-performing individuals and teams*** Sets clear goals and performance standards for individuals and the team, focused on work outputs and behaviours. Contributes to the attraction and retention of a diverse and talented team. Builds effective teams Coaches and develops individuals and teams to drive high performance. Provides regular feedback and acts quickly and effectively to address conflict and manage poor performance. Empowers individuals and teams and removes barriers to drive action and effectiveness.	**Change management** Builds team's commitment to change, supporting others who face ambiguity and uncertainty.
Contributes to a positive culture of safety Shows leadership and commitment to safety and wellbeing of self, others and the community we serve. Takes safety seriously and does not accept complacent behaviour, reports on good and bad news and effectively uses DPTI's safety management systems.	**Works collaboratively** Builds a supportive and co-operative team environment, encourages collaboration with other teams and seeks input from relevant subject-matter experts.	**Is a strategic and future thinker** Thinks and plans ahead, recognising trends and implications on the work environment. Challenges and supports the team to consider leading practice when developing solutions and solving problems.		**Financial acumen** Has a sound understanding of budget management and DPTI procurement processes to drive value for money. Acts within delegation.
Shows cultural respect. Values diversity and inclusion. Shows respect for diverse backgrounds, experience and perspectives. Values and encourages diversity of thought. Demonstrates cultural respect and understanding through the recognition of Aboriginal and Torres Strait Islander community needs with regard to programs and services and adapting service delivery to address those needs.	**Builds meaningful relationships** Establishes and maintains strategic networks, internally and externally, to achieve business goals. Builds trust, confidence and credibility.	**Commits to continuous improvement and innovation** Challenges assumptions and established views. Generates ideas to deliver goals more effectively.	**Seeks clarity and purpose** Provides direction and unites the team through shared purpose at team and organisational levels.	**Technology** Identifies ways in which technology can help deliver efficiencies. Proposes solutions that are digital by default.
Embraces change Is flexible in approach, responding quickly and positively to change, showing courage and resilience while supporting others.	**Influences and negotiates** Presents persuasive arguments to influence and negotiate effective outcomes. Explores alternative positions to reach an outcome and gains commitment to a course of action.	**Evidence-based decision maker** Demonstrates good judgement. Evaluates, analyses, and makes evidence-based decisions within their delegation.	**Commits to developing skills and career** Adapts existing skills to new situations. Actively pursues learning experiences, seeking and accepting feedback to continually improve performance for self and team.	**Project management** Uses DPTI's project management framework to effectively implement projects which are outcome and benefits-focused.
	Commits to delivering community and customer-focused services Actively supports the department's Customer Service Charter and takes responsibility for meeting the service-excellence principles. Actively seeks information to understand internal, external and community customer expectations and provides community and customer focused services and solutions.		**Recognises success** Recognises and acknowledges high-quality work in individuals and teams.	**Risk and compliance** Ensures appropriate processes and controls are in place to monitor and track compliance to policies and procedures. Assists the team in identifying risks and developing mitigation strategies.
			* Only relevant if you have supervisory responsibilities	

A copy of the departments Capability Framework is available at https://www.dit.sa.gov.au/careers/DITCapability_Framework.pdf