

ROLE DESCRIPTION

ROLE DETAILS	
Role Title: Executive Director Defence and Industry	Agency: Defence SA
Classification: SAES1	Business Unit: Defence and Industry
Position No: M25751	Location: Adelaide, 5000
Type of Appointment: Executive Contract	Date: June 2024

ROLE DESCRIPTION APPROVAL	ACKNOWLEDGEMENT
Chief Executive / /	Executive / /

ROLE CONTEXT	
Role Summary:	<p>This key role is accountable for providing executive and strategic leadership to identify and develop sustainable defence sector business initiatives to increase Defence sector in South Australia.</p> <p>The role is also accountable for writing and implementing the State's defence industry strategy while understanding the skills, training, infrastructure, industry, and policy requirements needed to support a sustainable Defence and space industry.</p>
Reporting/ Working Relationships:	<ul style="list-style-type: none"> • Reports to the Chief Executive, Defence SA • Provides leadership to the Defence and Industry team; including domain Directors for Maritime, Space and Advanced Systems. • Is a member of the Defence SA Leadership Team • Maintain relationships with and provides advice to internal and external stakeholders, including the Minister for Defence and Space Industries, Chief Executive, Defence SA Advisory Board, Defence agencies, State and Commonwealth agencies, industry and local government. • Maintains relationships with relevant security and Defence groups (including ADF, DSTG, Strategic Agencies, CASG), industry, Industry Associations and other agencies across state and federal Governments. • Manage relationships with international industry, Industry Associations and Government representatives in line with the major defence projects. • Building and maintaining relationships with South Australian based Defence Primes and SMEs through ongoing direct engagement.
Special Conditions:	<ul style="list-style-type: none"> • Hold an AGSVA security clearance or be eligible to apply for one. • Out-of-hours work will be required on a regular basis. • Some international, interstate and intrastate travel is required. • A current Australian driver's licence is required. • The Government of South Australia supports flexible ways of working- including full-time and part-time roles. We are diverse. We create opportunities for more South Australians.

EDUCATIONAL/VOCATIONAL QUALIFICATIONS

Essential	<ul style="list-style-type: none"> Senior management experience in Defence and/or defence industry is essential. A relevant degree, postgraduate qualification and/or formal management qualification is highly desirable.
Desirable	<ul style="list-style-type: none"> N/A

KEY RESPONSIBILITIES AND INDICATIVE OUTCOMES

The **Executive Director Defence and Industry** is:

- accountable for leading and managing the Defence and Industry team to increase defence and space industry presence in South Australia;
- accountable for implementing and improving business development activities, including strategies and plans for: land, air, maritime, cyber, space domains and aerospace and science and technology;
- accountable for facilitating defence components of inbound and outbound Trade Missions coordinating, where appropriate, with other State and Federal Government Departments.
- responsible for identification and pursuit of industry and economic development opportunities for the State within the defence and space sectors.
- accountable for drafting Ministerial and Cabinet documents, including briefing notes and submissions.
- accountable for understanding the skills, infrastructure and policy requirements to support a sustainable defence and space industry.
- responsible for managing resources, including budgets to support initiatives.
- responsible for collaborating with internal teams and external partners to coordinate participation in trade and investment activities, including supporting marketing campaigns, seminars, and trade shows in the defence sector;
- responsible for managing assigned staff and building capability through staff development.
- providing advice and support to South Australian defence businesses seeking to expand internationally;
- representing South Australia at international defence conferences, seminars, and other events to promote the state's competitive advantages and foster relationships with key stakeholders.
- participating and lead public speaking and engagement activities to promote opportunities in the defence sector.

SPECIFIC TECHNICAL KNOWLEDGE/SKILLS/EXPERIENCE

Specialist Knowledge and Experience

- Experience in developing industry business initiatives, including the identification of opportunities, undertaking commercial and strategic viability assessments, developing proposals and business cases, preparing Cabinet Submissions and Ministerial briefings.
- Proven ability to work successfully with boards and key stakeholders with a record of providing sound, expert advice to Ministers and senior executives.
- Extensive experience working in defence and/or the defence industry.
- Detailed knowledge of global and national developments relating to the defence industry.
- A thorough knowledge and understanding of engineering and technology developments relating to the defence sector.
- Experience and proven ability to identify and analyse highly complex and strategic issues and projects of State-wide impact, and developing and delivering associated actions plans.

Strategic Management

- Demonstrated success in achieving outcomes within politically sensitive environments with knowledge of whole-of-government issues and the essential interaction between the public and private sector including federal and state relationships.
- Proven ability to provide leadership in the development and implementation of business initiatives relating to the defence industry sector.
- Senior project management experience in developing project plans and delivering on complex strategic initiatives involving multiple stakeholders with diverse objectives.

Communication/Interpersonal Skills

- Extensive experience in working with senior members of industry to promote and develop business growth opportunities and creating and managing networks.
- Highly developed interpersonal and communication skills which demonstrate an ability in developing and maintaining positive and constructive working relationships with government agencies and other organisations.
- Demonstrated capability in empathy, self-awareness, conflict management and influence.

Organisational Skills

- Management of budgets and applying limited resources across competing priorities.
- Demonstrated ability to manage the output of professional, technical and administrative staff by providing leadership, co-ordination, consultation, motivation, delegation and monitoring.
- Experience at working independently and collaboratively, under broad direction, thinking clearly and creatively and making informed decisions in an environment characterised by high volumes of work and competing deadlines.

CORPORATE RESPONSIBILITIES

- You ensure your own personal safety and that of your co-workers and other workers by maintaining awareness, complying with agency Work Health and Safety (WHS) procedures and instructions and obeying reasonable safety instructions issued by Defence SA.
- Maintaining a commitment towards upholding the ethical behaviour and professional standards contained in the Public Sector Act 2009, the Code of Ethics for the South Australian Public Sector.
- You maintain accurate and complete records of business activities in accordance with the State Records Act 1997.
- You utilise resources and information in a responsible and accountable manner and comply with all Defence SA financial, human resources, procurement and other agency policies and procedures.
- Assist in creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous and respectful.
- You participate in Defence SA's performance review process.
- You implement and maintain security in line with whole-of-government and agency policies.
- You demonstrate a commitment to supporting a culture of zero tolerance towards violence against women in the workplace and community.

SOUTH AUSTRALIAN EXECUTIVE SERVICE (SAES) CORE COMPETENCIES

Shapes Strategic Thinking and Change

Anticipates and plans for future events, trends, problems and opportunities and exercise sound judgement. Develop creative solutions, stimulating new ways of thinking and solving problems.

Key Elements of the Competency:

- Creates vision
- Inspires
- Thinks and Acts Strategically
- Leads and Influences Change
- Solves problems

Achieves Results

Makes timely, quality decisions taking a broad range of factors into consideration. Evaluates reasonable risk taking opportunities. Sets broad organisational goals and priorities in order to drive results consistent with government direction and public expectations.

Key Elements of the Competency:

- Achieves and Delivers Results
- Drives Organisational Effectiveness
- Exercise Sound Judgement
- Manages Compliance with Legislation
- Assumes Accountability
- Applies Technical Expertise
- Evaluates

Drives Business Excellence

Builds an effective, sustainable and high performing organisation through leadership. Engages and aligns human, financial and information resources to achieve strategic targets. Plans for future organisational needs to minimise risk and maximise opportunity. Leads organisational change that maximises results.

Key Elements of the Competency:

- Influences Organisational Performance
- Predicts and Plans for Future
- Leads and Develops People
- Builds Capability and Expertise
- Directs Resources Forges
- Promotes a Customer Service Ethos

Organisational Needs Relationships and Engages Others

Builds effective working relationships, networks and partnerships with internal and external bodies at all levels. Creates a commitment to customer service excellence. Actively listens to what others have to say and responds in a clear, concise and diplomatic manner. Adapts communication style as appropriate.

Key Elements of the Competency:

- Develops and Uses Political Savvy
- Negotiates and Influences
- Manages Conflict
- Promotes Information Sharing and the Gathering of Knowledge
- Communicates Clearly and Adapts to Audience
- Establishes and Maintains Strategic Networks

Exemplifies Personal Drive and Professionalism

Models ethical practice and embeds the values of the public sector into the culture of the organisation. Acts with integrity while promoting consistency among principles, values and behaviours. Sets challenging personal and organisational performance standards and pursues them with passion and energy.

Key Elements of the Competency:

- Models the South Australian Executive Service Values
- Engages with Risk and Shows Personal Courage
- Displays Flexibility and Resilience
- Demonstrates Self Awareness and a Commitment to Personal Development
- Promotes and Integrates Diversity into the Workplace
- Values Wellbeing for Self and Others