

## ROLE DESCRIPTION

ROLE DETAILS	
<b>Role Title:</b> Project Officer – Workforce & Skills	<b>Agency:</b> Defence SA
<b>Classification:</b> ASO7	<b>Business Unit:</b> Veterans SA
<b>Position No:</b> P29729	<b>Location:</b> 151 Pirie St, Adelaide CBD
<b>Type of Appointment:</b> Ongoing	<b>Date:</b> December 2024

ROLE DESCRIPTION APPROVAL	ACKNOWLEDGEMENT
Chief Executive / /	Occupant / /

ROLE CONTEXT	
Role Summary:	<p>The Project Officer – Workforce &amp; Skills for Veterans SA is responsible for workforce development initiatives aimed at supporting veterans and their families.</p> <p>The role involves developing policies, programs, and projects that improve employment opportunities and workforce integration across South Australia.</p> <p>Key duties include:</p> <ul style="list-style-type: none"> <li>• Leading research, policy development, and implementation to support veterans in finding sustainable employment and recognizing their military skills.</li> <li>• Managing workforce-related projects, collaborating with stakeholders to address employment challenges, and analysing workforce trends to inform policy recommendations.</li> <li>• Preparing reports for senior leadership, administering workforce grants, and providing advice on best practices for veteran employment.</li> <li>• Promoting veteran employment initiatives and ensuring compliance with relevant regulations.</li> </ul> <p>The position is crucial in shaping policies and programs that create positive employment outcomes for the veteran community.</p>
Reporting/ Working Relationships:	<ul style="list-style-type: none"> <li>• Reports to Director, Veterans SA</li> <li>• Builds and maintains close relationships across the South Australian public sector, including but not limited to the Office for the Commissioner of Public Sector Employment, the Department for Education, the Department for Correctional Services and portfolio agencies and specific organisations within the Department of Defence.</li> <li>• Supports close working relationships between Veterans SA and the veteran community</li> </ul>
Special Conditions:	<ul style="list-style-type: none"> <li>• Out-of-hours work will be required occasionally.</li> <li>• A current Class C (car) driver's licence is desirable.</li> <li>• A flexible approach to taking annual leave is required.</li> <li>• Intrastate and interstate travel may be required occasionally.</li> <li>• Will be required to participate in the agency's performance review processes</li> </ul>

**KEY RESPONSIBILITIES AND INDICATIVE OUTCOMES**

The Project Officer – Workforce & Skills responsibilities include:

- a. Working with key South Australian government social policy-orientated agencies to establish a baseline of policy and program considerations for veterans and their families.
- b. Undertake gap analysis relating to the problem sets and develop a strategy to explore and consider reducing these identified gaps.
- c. Working with identified South Australian based Department of Defence organisations to clearly articulate the opportunities for increased state government engagement in the transition process for veterans and engagement with families of current or recently former serving Australian Defence Force members.
- d. Supporting the Director Veterans SA in Commonwealth engagement opportunities to improve cross-jurisdiction information sharing and collaboration on initiatives of mutual interest.
- e. Identifying opportunities, benefits and risks associated with establishing mechanisms to gather evidence to inform possible policy and/or program development recommendations.
- f. In partnership with lead policy agencies, develop fiscally prudent and evidence-based policy and/or program reforms with clearly defined benefits for the South Australian veteran community.
- g. Support whole-of-government responses to, or as a result of, the Royal Commission into Defence and Veteran Suicide.
- h. Working across internal agency and other relevant government communications and/or community engagement teams to promote opportunities for engagement with the veteran and wider South Australian community.

**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.
- You uphold the ethical behaviour and professional standards as contained in the *Public Sector Act, 2009* and the *Code of Ethics for the South Australian Public Sector*.
- You utilise resources and information in a responsible and accountable manner and comply with all Defence SA financial, human resources, and other agency policies and procedures.
- You participate in Defence SA's performance review process.
- You maintain accurate and complete records of business activities in accordance with the *State Records Act, 1997*.
- 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.
- You demonstrate a commitment to a culturally and inclusive workforce and to increasing opportunities for Indigenous Australians.

**CAPABILITIES AND EXPECTED BEHAVIOURS**

<p>Technical Expertise</p>	<ul style="list-style-type: none"> <li>• Demonstrated ability in providing strategic advice on complex issues.</li> <li>• Ability to drive strategic change initiatives and recognise likely implications upon key stakeholders.</li> <li>• Demonstrated ability to manage multiple, concurrent projects within deadlines.</li> <li>• Ability to work independently under very broad direction to develop and implement innovative solutions to complex issues, identify performance outcomes, plan activities and set priorities in partnership with key policy and program owners.</li> <li>• Understanding of the diversity of the veteran community and challenges that face current and former serving members and their families, or the ability to quickly and deeply develop insights.</li> <li>• Demonstrated experience at working independently and collaboratively under very broad direction and making informed decisions in an</li> </ul>
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	<p>environment characterised by high volumes of work and competing deadlines.</p> <ul style="list-style-type: none"> <li>• Demonstrate clear and creative thinking and significant levels of independent judgment and delegated authority to drive evidence-based government policy or program considerations.</li> </ul>
Communication and relationship management	<ul style="list-style-type: none"> <li>• Demonstrated ability to proactively identify and engage with required stakeholders.</li> <li>• Well-developed interpersonal, communication and negotiation skills with exceptional ability to develop and maintain strong relationships with stakeholders, exercise independent judgment and apply sound problem solving and decision-making skills within a fast-paced dynamic environment.</li> <li>• Demonstrated ability to utilise confidentiality, diplomacy, discretion and to work with astuteness in a politically sensitive environment.</li> <li>• Highly developed written communication skills that enable effective and appropriate communication with a variety of audiences.</li> <li>• Exceptional skills in understanding and communicating complex information in a clear and concise manner, both verbally and in writing.</li> <li>• Adapts communication style to match the audience and the situation.</li> <li>• Demonstrates cultural sensitivity in communication.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Acting as a role model and demonstrating the South Australian Public Service values</li> <li>• Actively promoting the understanding and pursuance of the vision and strategic aims and outcomes of Veterans SA.</li> <li>• Provide effective leadership and expert policy advice or insights within the Veterans SA team and across the South Australian Public Sector.</li> <li>• Exemplify the importance of policy and program considerations with the veteran and/or their family at the centre.</li> <li>• Represent Veterans SA at external government and community events and activities.</li> <li>• Support the Director Veterans SA in continuing to build a culture of curiosity, creativity and courage to the ultimate benefit the veteran community.</li> <li>• Develops and accomplishes shared goals by taking an active role in the team and contributing ideas, knowledge and expertise.</li> <li>• Exercises tact and tolerance in team interactions to promote effective working relationships.</li> </ul>
Strategic Focus	<ul style="list-style-type: none"> <li>• Understands the organisation's strategic direction and objectives which informs and guides operational work plans.</li> <li>• Ensures the contribution of individual actions to the 'big picture'.</li> <li>• Actively considers and adapts to strategic implications or influences upon policy advice.</li> </ul>

#### QUALIFICATIONS

Essential	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Recent public policy, strategy or evaluation experience.</li> <li>• A passion for policy and program analysis, development and strategy.</li> <li>• Ability to adapt to changing work requirements and embrace change.</li> </ul>