

Role Statement



TITLE OF POSITION: Coordinator, Community Partnerships and Programs
CLASSIFICATION LEVEL: ASO-7

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

Safety and Services Division comprises four directorates: Asset Management, Operational Services, Project Delivery and Asset Maintenance and Safety and Policy Programs.

The Safety and Policy Programs Directorate leads the State's efforts in road and rail safety and performance, manages vehicle registration and driver training and licensing, and influences safer and more active travel choices.

Role Overview

The Coordinator, Community Partnerships and Programs reports to the Manager Safer Travel and Behaviour Change. It is a critical role in leading initiatives and programs using a voluntary behaviour change methodology, applied in a range of settings, to deliver road safety outcomes, reduce car use and increase active travel. High level expertise in travel behaviour change, the ability to communicate its processes and benefits with staff and stakeholders, and the rigorous use of project management principles are key aspects of the role. The role also requires excellent working relationships with other Agencies and local governments, internal business operations and service providers. Team leadership and management, and oversight of program evaluation and continuous improvement are keys to success.

Key Outcomes of the Role

The Coordinator, Community Partnerships and Programs is required to undertake a wide range of activities which may include all or any of the following:

- a. Initiating, planning and delivering significant assigned agency programs, projects, systems and/or services that are consistent with the agency's objectives, including

Directorate: Safety and Policy Programs
Position Number: To be provided
ANZCO Code: To be provided
Location: #ASO7 template #9368327



Government of South Australia
Department of Planning,
Transport and Infrastructure

- coordinating the implementation of change initiatives.
- b. Coordinating the resources and implementation processes for sensitive, innovative, critical or complex Statewide/service wide operations that demand a significant level of responsibility and decision making.
 - c. Managing and motivating staff, clients and others in the achievement of difficult and sometimes conflicting objectives.
 - d. Resolving complex issues with innovative solutions that are consistent with Agency objectives.
 - e. Providing expert advice to senior management and external stakeholders regarding current relevant developments and their potential implications to agency policies and strategic plans.
 - f. Leading a high standard of customer service for internal and external clients and quality management and risk.
 - 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

Some work outside normal hours and both interstate and intrastate travel involving overnight absences may be required.

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures.

Qualifications / Licences

- a. Nil

Person Capabilities

- a. Proven experience and ability to interpret promote and apply/implement programs, policies and procedures that are culturally relevant and inclusive of Aboriginal and Torres Strait Islander people and their communities.
- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours 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. 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*.
 - d. Drives a culture of commitment and accountability in 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. Delivers customer focused and strategically aligned services and practices and engages with stakeholders to successfully negotiate sensitive, critical or complex matters.
 - f. Significant experience in efficiently managing resources to develop, deliver, evaluate and improve programs, projects, systems, policies, services and staff performance.
 - g. Extensive experience in motivating and managing the performance and development of administrative staff in the delivery of complex programs, projects, systems and/or services that efficiently utilise allocated resources.
 - h. Proven ability to work under broad directions in initiating, planning, implementing, co-ordinating and delivering significant programs of work and measuring and improving performance outcomes.

Delegate Approval

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Name

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Signature

Date: / /

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