

Role Statement



TITLE OF POSITION: SELECTION PANEL OFFICER
CLASSIFICATION LEVEL: ASO-4 (Pool)

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

People and Business comprises seven directorates: Customer and Information Services, Investment Services, People and Performance, Commercial and Legal, Planning and Transport Policy, Enterprise Information Management and the Portfolio Management Office.

The People and Performance directorate focuses upon maximising employee engagement and performance across the Department.

Role Overview

The Selection Panel Officer is accountable to the Senior Cultural Consultant and Manager Aboriginal Engagement and may be responsible for:

- Supporting recruitment and selection activities such as shortlisting applications, participating in the interview process, and contributing to selection recommendations.
- Promoting the Department as an employer of choice for Aboriginal and Torres Strait Islander people.
- Contributing to the implementation of the DPTI Aboriginal and Torres Strait Islander Employment Policy statement

Key Outcomes of the Role

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

- a. Review, analyse and assess applications for DPTI vacancies.

Directorate: People and Performance
Position Number:
ANZCO Code: 2244
Location: CBD



Government of South Australia
Department of Planning,
Transport and Infrastructure

- b. Participate in merit selection processes and provide objective comment on job applicant's cultural competency.
- c. Assess job applicant's capacity to adopt DPTI values in regards to cultural respect and safety.
- d. Conduct referee checks of job applicants.
- e. Contribute to the promotion and implementation of strategies in the DPTI Aboriginal and Torres Strait Islander Employment Policy Statement.
- f. 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.
- g. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

This position will be based in Adelaide CBD but regional assignments may be required.

As a pool position, Selection Panel Officers will be appointed on a casual basis where they may be required to work irregular hours on an adhoc basis.

Selection Pool Officers are required to have prior public sector experience and demonstrated knowledge of merit selection processes or capacity to undertake training.

Qualifications / Licences

- a. Nil.

Person Capabilities

- a. Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values 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. Facilitates 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. Demonstrates commitment and accountability to 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. Has well-developed communication skills, including the ability to liaise effectively at all levels, listen to staff, service providers and customers, resolve conflict, contribute to successful and positive negotiations, and formulate solutions to problems.
- f. Ability to work under limited direction, with experience in coordinating and/or implementing a broad range of complex functions associated with assigned programs, projects, systems, policies and/or services>.
- g. Demonstrates knowledge of, and experience in, applying procedures and standards relevant to assigned duties.

Delegate Approval

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Name

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Signature

Date: / /