

Role Statement

Department of Planning, Transport and Infrastructure

ROLE TITLE: Manager, Governance
CLASSIFICATION LEVEL: ASO-8

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.

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

The Planning and Land Use Division comprises five directorates: Development and Policy Assessment, Planning Reform, architecture and Built Environment, Land Boundaries and Office of Local Government.

The Planning and Land Use Division provides a focus upon the economic opportunities that need to be realised to bring investment and employment to the State.

The Development and Policy Assessment Directorate's prime objective is to support development within South Australia across all sectors of the economy. This is underpinned by a strong, contemporary planning and development framework supported by forward looking strategic planning. This is backed by an effective and efficient development application process that facilitates the timely delivery of development approvals. A secure system of land titles is fundamental to our economy and the directorate supports this through regulation, mapping and processes that ensure the integrity of our cadastral system.

The Division has an underlying can do attitude and a willingness to bring people together to find solutions to often complex problems. The Directorate is based on strong, repeatable processes and systems and growing relationships with key stakeholders that seek to set exemplary examples through continuous improvement, cultural reform and education.

Directorate: Development and Policy Assessment
Position Number:
ANZCO Code:
Location: ASO8 - #12738358



Government of South Australia
Department of Planning,
Transport and Infrastructure

Role Overview

This role provides high level expert advice in relation to governance and administration. The key focus areas for this role include leading in:

- Manage the governance framework for the State Planning Commission and its relationship to the Department and Office of the Minister for Planning.
- Coordinate governance, administration and operational support for the Commission, including production of meeting agendas and papers, specialist reports and inquiries on request.
- Oversee the executive support of the sub-committees in order to provide consistency for all members.
- Provide Governance advice and assistance as required across the Department of Planning, Transport and Infrastructure as necessary.

The role reports to the Manager, Planning Reform and liaises extensively with Development Division executive, senior management and provides support and guidance to less experienced professional and administrative staff. A key part of the role is support for the State Planning Commission, and in particular the Chair.

Key Outcomes of the Role

The Manager, Governance 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 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, where required, high level research and analysis of complex and sensitive issues and/or policies.
- 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

- a. Extensive understanding of, and ability to interpret, the legislative requirements and procedures associated with the *Development Act 1993*.
- b. Extensive experience in strategic and statutory land-use and environmental planning with high level expertise across areas of development plan policy, development assessment, land-use transport planning, infrastructure planning, allied spatial land-use planning disciplines.
- c. Extensive knowledge of current planning and development issues and the planning system in South Australia including the social, environmental and economic issues.

Qualifications / Licences

- a. Nil.

Person Capabilities

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people.
- 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. High level experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.

- f. High level experience in delivering outcomes through motivating and managing the performance and development of a diverse range of administrative staff in the delivery of complex programs, projects, systems and/or services that efficiently utilise allocated resources.
- g. Proven ability to work under broad directions in determining goals and priorities, measuring and improving performance outcomes and strategically planning multifaceted activities.
- h. Highly developed interpersonal and communication skills that demonstrate commitment to customers, advanced writing ability in delivering clear and concise advice appropriate to the audience and successful negotiations and conflict resolution outcomes.

Delegate Approval

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Name

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Signature

Date: / /