

## JOB AND PERSON SPECIFICATIONS

Position Title:	<b>Senior Policy Officer – Law Reform Implementation</b>
Position No:	<b>TBA</b>
Classification Level:	<b>ASO6</b>
Type of Appointment:	<b>Temporary term up to March 2026</b>
Branch:	<b>Executive</b>
Date Updated:	<b>June 2025</b>

### JOB SPECIFICATION

#### ROLE SUMMARY

The Senior Policy Officer – Law Reform Implementation is responsible for managing and coordinating the implementation of legislative reform relevant to 2026 election activities. A key focus of this role will be activities to support the implementation of the Electoral (Miscellaneous) Amendment Act 2024 including the development of Regulations, determinations, forms and business processes to support the changes, in collaboration with relevant internal and external stakeholders.

The incumbent will be required to provide legislative and policy interpretation, analysis and advice to support organisational decision-making and business processes that are consistent with relevant legislative requirements.

The Senior Policy Officer – Law Reform Implementation will report to the Strategic Projects Lead, will work closely with a number of managers across ECSA and will provide advice and support to the Deputy Electoral Commissioner. The position may be responsible for the supervision of ongoing, temporary or casual employees allocated to assist with project delivery.

#### KEY RESPONSIBILITIES

- Efficient and comprehensive day-to-day management of projects and governance activities to ensure the delivery of project outcomes.
- Prepare project plans, project briefs, business cases (if required), briefing papers, project documentation, project evaluations and closure reports, as well as report on project progression.
- Identify, assess and manage project risks in accordance with ECSA's risk management framework.
- Provide high level analysis, research, information and advice to assist the development and implementation of legislative reforms.

- Lead and manage the preparation of policy papers and briefs relating to complex policy issues.
- Ensure the timely provision of information for internal and external requests through coordinating inputs, sourcing and tracking relevant documentation.
- Provide expert advice and legislative interpretation in relation to complex policy and legal issues relating to the legislative reforms.
- Provide input into operational delivery processes to ensure alignment and compliance with legislation.
- Provide high-level legal and legislative support to executive and managers to ensure that legal issues are identified and properly addressed in briefings, stakeholder correspondence and Ministerial responses, as required.
- Engage with and instruct any external legal advisors required to clarify or resolve complex legislative interpretation and implementation matters.
- Participate and contribute to projects, tasks and activities as required.
- Represent ECSA on relevant committees and working parties as required.

## **AGENCY RESPONSIBILITIES**

- Contribute to effective election management and the provision of best practice electoral services by investigating opportunities to enhance operations and assuming responsibility for specific state and local government electoral projects and agency projects.
- Demonstrate appropriate and professional workplace behaviours that are in-line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity and Ethical Conduct according to the principles of the Public Sector Act 2009.
- Contribute to a safe and healthy work environment by taking reasonable care to protect your own and others' health and safety at work by having a knowledge of, and complying with, legislation and ECSA policies and procedures related to the Work Health and Safety Act 2012 (SA).
- Utilise resources and information in a responsible and accountable manner and comply with all Public Sector and ECSA financial, procurement, IT and HR policies and procedures.
- Actively participate in ECSA's Performance Management and Development Program.
- Uphold the values of ECSA as reflected in the Strategic Plan.
- Adhere to quality service standards to ensure objectives of ECSA's Customer Service Charter are fulfilled.
- Keep accurate and complete records of business activities in accordance with the State Records Act 1997.

You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

## **SPECIAL CONDITIONS**

- In order not to compromise the strict neutrality of the Commission, no person who is active in political affairs or intends to carry on this activity may be an employee.
- Employment is dependent upon a National Police Certificate clearance that the Commission finds satisfactory.
- Extensive out of normal working hours duty may be required during the period of an election.
- ECSA staff will be required to work collaboratively with both internal and external staff, contractors, and service providers to ensure smooth operations of ECSA functions, in particular during election events.
- ICT staff will be required to remain current in their training related to technology and data security and understand roles and notification requirements in the event of an incident or breach.
- Some interstate and intrastate travel may be required.

## **PERSON SPECIFICATION**

### **ESSENTIAL REQUIREMENTS**

#### **Qualifications**

- Tertiary qualification in law.

#### **Personal Abilities, Aptitudes, Skills**

- Demonstrated ability to successfully manage multiple concurrent work programs, dealing with competing priorities, multiple stakeholders, unplanned change and meeting immutable deadlines.
- Demonstrated ability to work independently, as well as collaboratively as a member of a team, under broad direction, to determine priorities, organise workloads, and manage high volumes of quality work within tight timeframes.
- Engages high level analytical and research skills to evaluate complex information, provide expert advice and write concise reports with recommendations.
- Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, to people at all levels in a professional and tactful manner including successfully negotiate and resolve conflict with staff and stakeholders.

#### **Experience**

- Experience in managing programs of work including planning, documenting, scheduling, controlling and implementing projects.
- Significant demonstrated experience in interpreting and applying legislation and policies and translating legal requirements into business and other processes.
- Experience in undertaking high level research and the development of accurate, clear and detailed written reports, briefing papers and other correspondence.

- Experience in supporting policy development, implementation, evaluation and/or reform.

#### **Knowledge**

- Demonstrated knowledge of the principles of law and government legal processes.

### **DESIRABLE CHARACTERISTICS**

#### **Qualifications**

- Tertiary studies and/or appropriate qualifications in project management or similar discipline.

#### **Personal Abilities, Aptitudes, Skills**

- None specified

#### **Experience**

- None specified.

#### **Knowledge**

- Working knowledge and understanding of the *Electoral Act 1985* and associated Regulations.
- Project management frameworks, methodologies, principles and processes.

Reviewed and approved by Deputy Electoral Commissioner:			
Accepted by Employee:			/ /
	<b>Name</b>	<b>Signature</b>	<b>Date</b>