

Principal Policy and Project Officer

Department for Child Protection

Nurturing happy, healthy kids so they can grow up safe and reach their full potential.

CLASSIFICATION:	ASO8	DIRECTORATE:	Office of Professional Practice / Operational Policy Team
REPORTS TO:	Manager, Operational Policy	FTE:	1.0
ROLES REPORTING TO THIS ROLE:	Nil (subject to change)		

ABOUT THIS ROLE:

The Principal Policy and Project Officer is accountable to the Manager, Operational Policy for supporting delivery of quality and practice initiatives, leading and delivering high quality practice advice reflecting legislation, departmental policy and strategic direction, state policy and national quality standards. The role will be responsible for initiating and maintaining effective collaborative relationships and networks with internal and external stakeholders. The Principal Policy and Project Officer will independently manage complex projects under broad direction, may be required to supervise and lead staff and is expected to contribute to a positive team environment. The role will model appropriate leadership and professionalism and use initiative and judgement to deliver complex tasks. The Principal Policy and Project Officer will work as a senior member of the Quality and Safeguarding Directorate.

YOU WILL BE ADDING VALUE BY:

1. Lead the development and implementation of service delivery policies, procedures, service systems and initiatives to achieve quality outcomes.
2. Lead technical and policy advice on legislation (including regulations) and application to policy and practice environments.
3. Analyse impacts of legislation, policy and procedure and service environment to ensure high quality service outcomes and identify and problem solve risk.
4. Coordinate high quality briefings and reports (as required by the Manager, Operational Policy and Director, Quality and Safeguarding) within required timelines.
5. Monitor and advise on trends and developments in contemporary, quality child protection practice.
6. Provide timely and accurate advice to management and key stakeholders on service strategies, practice issues, policies, procedures and operational issues.
7. Identify and initiate key strategic relationships and networks to achieve goals, increase departmental knowledge and support open communication.
8. Display sound judgement and assist the Manager, Operational Policy to provide leadership and advice to team members to achieve work plans and goals.
9. Develop strategies and implement projects focused on quality and practice improvement.
10. Effectively understand, engage with and work within relevant legislation, including the development of regulations or other documentation.
11. Take action and provide advice that is inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds, as well as engaging in learning about other cultures to better establish relationships and improve services.
12. Lead by example and maintain a culture of performance, professionalism and continuous improvement within the team, including a spirit of cooperation and a focus on teamwork.
13. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
14. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

WHO YOU WILL WORK WITH:

- Manager, Operational Policy (direct line manager)
- Lead Practitioner, Specialist Practice
- Quality and Safeguarding leadership and staff
- Directors and Senior Managers across DCP
- Practitioners across DCP
- Other government and non-government organisations
- Peak body organisations

QUALIFICATIONS

Essential: Nil

Desirable: appropriate tertiary qualification in a relevant discipline and/or relevant vocational experience and knowledge



YOUR CAPABILITIES:

- Proven ability to work under broad direction and deal with conflicting priorities to achieve objectives and meet deadlines in a challenging and changing environment.
- Demonstrate high level of capacity to analyse and advise on complex and critical practice matters including legal and policy implications in line with organisational policy and values.
- Demonstrate strategic leadership and ability to identify strategic goals and provide direction and influential leadership to others to achieve outcomes.
- Demonstrate high level written skills, the ability to present complex issues and findings in writing and verbally and high-level interpersonal skills to build relationships and exercise influence – liaise, negotiate, consult and work effectively with all DCP staff, other government departments, external agencies and client groups.
- Demonstrate expert knowledge (or capacity to develop) of child protection practice, and relevant legislation.
- Demonstrated high level of accountability and sound decision making and the ability to take prompt action to solve complex problems, act decisively on own judgment and look to go beyond job requirements to achieve objectives.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.

OUR COLLECTIVE RESPONSIBILITIES

SPECIAL CONDITIONS

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP’s status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP’s commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Manager, Operational Policy.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some intra/interstate travel (including in small aircraft) may be required.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT: 17 February 2026



Government of South Australia
Department for Child Protection