

# DPC Aboriginal and Torres Strait Islander Employment Pool

## ASO5 – ASO6 Project and Policy Roles

### Salary Classification

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Project and Policy roles may be either at the ASO5 (\$73,590 - \$82,436) or ASO6 (\$85,253 - \$90,481) classification

### What types of roles are available?

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DPC employs a diverse workforce which is reflective of the work that we do. Listed below are examples of the some of the roles available in DPC at the ASO5 – ASO6 classification:

- Customer Service Centre Manager
- Team Leader
- Business Analyst
- Technical Analyst/Officer
- Senior Project Officer
- Senior Policy Officer
- Senior Consultant

### What is the work?

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The available roles may undertake a variety of tasks. Examples include the following:

- Preparing project briefs
- Researching and analysing relevant data and information
- Developing and maintaining effective relationships and networks with internal and external stakeholders
- Preparing high quality written documents, including briefings, reports and other relevant correspondence
- Monitoring, evaluating and reporting on project outcomes
- Managing allocated funds, exercising financial resource delegations and processing invoices
- Maintaining project related internet sites
- Coordinating and preparing project related communications and promotional materials
- Coordinating project related meetings, workshops and forums
- Monitoring and reporting on project budgets
- Providing reports on project expenditure at regular intervals
- Managing the development, implementation and evaluation of strategic policy and programs
- Developing strategic partnerships and providing sound policy advice, as well as the successful development and implementation of strategic policy initiatives
- Undertaking high level and complex projects and policy instruments within broadly defined guidelines

## What skills, experience and knowledge do I need?

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To demonstrate suitability for these roles, employees at the ASO5 – ASO6 classification will be expected to possess the following:

- Previous experience in a project or policy related role
- Ability to manage time effectively, including prioritise competing tasks, utilising initiative and meet agreed deadlines
- The ability to work well with their team, and internal and external stakeholders
- The ability to analyse issues and develop appropriate solutions to problems
- The ability to research and integrate information from a variety of sources
- High level written and verbal communication skills
- Experience in presenting complex issues and findings in writing, such as reports, recommendations and briefing notes
- Experience in using computer applications including Microsoft Office (Outlook, Word, Excel, etc.)
- An ability to promote and model high standards in client service.

## Application

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To apply for this pool, please visit the [ASO5 – ASO6 Project and Policy Pool](#) or to return to information on Aboriginal and Torres Strait Islander employment opportunities please visit [Aboriginal and Torres Strait Islander Employment Pool](#).

## Enquiries

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For further enquiries, please contact:

Project Officer, Organisational Development:

Email: [JobsatDPC@sa.gov.au](mailto:JobsatDPC@sa.gov.au)

Telephone: (08) 8226 2745

DPC celebrates a diverse and inclusive workforce and welcomes applications from applicants requiring reasonable workplace adjustments.

### **The DPC Aboriginal and Torres Strait Islander Employment Pool:**

- Is open to people of Aboriginal or Torres Strait Islander descent only.
- Demonstrates DPC's commitment to increase the number of Aboriginal and/or Torres Strait Islander people employed in DPC, in accordance with the Chief Executive's 4% target.
- Does not guarantee employment for applicants. Employment opportunities are subject to availability.