Position Description

Renewal SA
Government of South Australia

Role title	Project Governance Office - Senior Advisor	Last reviewed	1/05/2025
Division	People and Transformation	Team	Corporate Governance Office
Reports to	Manager, Corporate Governance Office	Classification	ASO7
Direct reports	Corporate Governance Office Secretariat		

Role Purpose

Manage the organisational corporate governance and secretariat functions ensuring Renewal SA's standards of best practice public administration are met. Direct and manage functions and innovate system design for Renewal SA's committees and subgroup business processes.

Key Accountabilities

- Monitor compliance against Renewal SA's corporate governance framework, ensuring compliance with governance processes and public sector policy and legislative requirements.
- Facilitate collaboration with Office of the Chief Executive to ensure there is alignment with related corporate governance and risk programs and controls.
- Support Renewal SA's internal committees to comply with legislation and enable best practice of corporate governance is achieved and maintained.
- Deliver the organisation's corporate reporting obligations including development, implementation and maintenance of policy frameworks, registers for all strategic documents, business and project plans and strategic plan reporting.
- Enable the preparation, compilation, editing and distribution of agendas and minutes for all internal committee and subgroup meetings through support ensuring high quality and timely production.
- Provide strategic and operational support to ensure required standards of assurance are met and the successful delivery of programs and projects, including assurance reporting on program risks, issues, intervention, quality control and post project benefits.
- Build and maintain effective partnerships with a diverse range of stakeholders to identify and resolve issues, facilitate information flow and support the achievement of objectives.
- Collect, consolidate and analyse programs and project data to support effective decision making and inform continuous improvement of the organisation's project governance framework.

Key Relationships

Internal	
Who	**Why**
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Direct Reports	Support, guide and manage performance.

Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	**Why**
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/ Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Balancing the delivery of multiple tasks, activities, projects, and deadlines whilst delivering effective reporting.
- Educating the organisation on governance requirements from an audit and governance perspective, while addressing the inherent tension between integrity of data and reporting expectations.

Qualifications and Technical Requirements

- Tertiary qualifications in a relevant discipline (public administration) or demonstrated equivalent relevant professional experience.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The Renewal SA Capability Framework integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Accomplished	• Simplify and communicate complex and technical information into understanding and approachable messages • Apply logic and reasoning throughout messages to achieve the objective of the communication and set clear expectations • Understand the customs of the audience and tailor the mode of communication as well and the style and tone to suit • Use language that demonstrates detailed understanding of Renewal SA organisation and terminology
Strategy and Growth	Make an impact	Accomplished	• Comprehensively consider the issues facing multiple stakeholder groups when evaluating problems • Review solutions and prioritise those that deliver the maximum weighed benefits, considering multiple interlinked problems • Detailed understanding of the outcome's solutions and courses of action, including the negative impacts or opportunities lost • Create reporting and processes that define both the tangible and intangible impact of Renewal SA's strategies and operations
Innovation and Agility	Welcome curiousity	Accomplished	• Challenge others on their understanding of the purpose of their actions and the rationale of doing things a certain way. • Help promote a culture where all questions are encouraged and met with enthusiastic response. • Leverage publications data thought leadership and other reputable information to create points of comparison and insights • Create opportunities for others to question and provide feedback on Renewal SA's way of working
Solutions Focused	Solve problems	Accomplished	• Utilise quantitative and qualitative analysis to create a board view of issues and solutions. • Apply structure evaluation processes with waiting across a number of criteria to inform decisions • Integrate Renewal SA's social economic and organisational objectives and considerations in deciding an outcome • Identify and manage issues collaboratively with others where the scope is outside Renewal SA's control

Delegate			Role occupant		
This position profile accurately outlines the expectations of the role.	☐		I have read and understood the role and expectations of me.	☐	
Name			Name		
Title			Signature		
Signature					
Date	Click to enter a date.		Date	Click to enter a date.	