



EXECUTIVE POSITION DESCRIPTION

1. POSITION DETAILS	
Position Title: Director, Strategic Communications Group	Division: People Capital
Classification: SAES 1	Business Unit: Strategic Communications Group
Contract Term: 1-5 years	Position No:
	Docket No:
2. POSITION CONTEXT	
Primary Purpose of the Position: This is a summary of the role in a short paragraph that should articulately provide the context of the role.	Provide leadership in the achievement of Attorney-General's Department objectives through the provision of a comprehensive strategic communications function.
Reporting and Working Relationships describes whom the position reports to	Reports to the Executive Director, People Capital
Positions reporting to this position describes the number and level of direct reports for the position	5 Business Partners 8 Specialist communications professionals 1 PA/Administrator
Key Relationships / Interactions	Key relationships with the Chief Executive and other Executives with the Attorney-General's Department (AGD) and key communication staff across the Justice Portfolio. Also has a close relationship with the South Australian Government Strategic Communications Unit.
Key Challenges Potential challenges of the position that may not be fully appreciated based on the outcomes. For instance: organisational climate of rapid change requiring adaptive approach or ability to operate effectively in the midst of significant unknowns	Develop a strategic and integrated communication function for AGD with supporting policies and frameworks. Foster and maintain strong professional working relationships with key stakeholders to understand and meet their communication requirements and manage their expectations. Balance innovation and creativity whilst ensuring consistency and maximising effectiveness in communication across AGD.
Key Outcomes Describes the key result areas of the position (in priority order where possible) in a maximum of 8 dot points. Description must include: <ul style="list-style-type: none">Level of responsibility of the roleExpected results of the position	Develop an effective communication structure and function for AGD with supporting policies and frameworks. Manage and provide leadership to staff in the Strategic Communications Group.

	<p>Provide strategic and operational advice to the Chief Executive and other Executives within AGD on internal and external strategic communication issues.</p> <p>Manage the development, implementation and integrity of the AGD brand and ensure that all communication materials and tools contribute to the departmental objectives and present AGD as an integrated professional organisation.</p> <p>Develop and manage the internal communication program to build workforce unity, promote information sharing and facilitate the achievement of AGD strategic goals and priorities.</p> <p>Identify and manage emerging issues across AGD in a proactive and timely manner.</p> <p>Foster and maintain strong professional working relationships with key stakeholders to understand and meet their communication requirements and manage their expectations.</p> <p>Support a culture that reflects the workplace as enjoyable, productive and satisfying for employees.</p>
<p>Special Conditions List the requirements specific to the role, such as special conditions, voluntary flexible working arrangements, licences and qualifications required of the applicant.</p>	<p>Criminal History Check: Appointment to this position will be subject to a satisfactory police check.</p> <p>Work Status: Eligibility to work in Australia.</p> <p>Location: Adelaide CBD.</p> <p>Hours of work: Out of hours work will be regularly required.</p> <p>Travel: Some intra/interstate travel involving overnight absences may be required.</p>

3. SELECTION CRITERIA - SAES CORE COMPETENCIES

The claims of each applicant will be assessed against the five competency criteria below. **The elements outlined under each of the main headings are not in themselves additional criteria and it is not intended that applications or selection assessments should address each and every capability.** Applicants should frame their application against the criteria in the context of the requirements of the position and its key outcomes. Selection committees will assess applications against the criteria below, taking into consideration the context of the position and any specific capabilities that have been identified as being relevant / necessary for the position.

Shapes Strategic Thinking and Change

- Creates vision
- Inspires
- Thinks and acts strategically
- Leads and influences change
- Solves problems

Achieves Results

- Achieves and delivers results in a timely way
- Manages resources (people and budgets)
- Drives organisational effectiveness
- Exercises sound judgement
- Manages compliance with legislation
- Assumes Accountability
- Evaluates
- Applies Technical Expertise
- Ability to work under a high level of pressure, for an extended periods of time

Drives Business Excellence

- Influences organisational performance
- Predicts and plans for future organisational needs
- Leads and develops people
- Builds capability and expertise
- Promotes a customer service ethos
- Directs Resources

Forges Relationships and Engages Others

- Develops and uses political savvy
- Negotiates and influences
- Manages Conflict
- Promotes information sharing and the gathering of knowledge
- Establishes and maintains strategic networks
- Communicates clearly and adapts to audience

Exemplifies Personal Drive and Professionalism

- Models the South Australian Executive Service values
- Engages with risk and shows personal courage
- Displays flexibility and resilience
- Demonstrates self awareness and a commitment to personal development
- Promotes and integrates diversity into the workplace
- Values wellbeing for self and others

Technical Knowledge and Expertise

- Extensive experience and significant success in a corporate communication environment.
- Exemplar interpersonal, negotiation and communication skills.
- Expertise in effectively leading change in a dynamic and challenging environment.
- Extensive experience in developing and implementing strategic policies and frameworks.

	<p>Extensive experience in providing strategic and operational advice to executives on internal and external communication issues.</p> <p>Experience in applying and adhering to across-government policies and protocols.</p> <p>An understanding of, experience in and / or the ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act,</p>
Qualifications:	Essential: A tertiary qualification in Communications or related field, or equivalent on the job experience.

4. SELECTION CRITERIA - ADDITIONAL	
Outlines specific technical knowledge that would be useful but not essential for applicants to have	
Desirable technical knowledge / expertise	<p>Knowledge of the Divisions and Business Units of the Attorney-General's Department and the Justice portfolio agencies.</p> <p>Knowledge of South Australian public sector policies and practices.</p>
5. CERTIFICATION	
<p>Chief Executive: _____</p> <p>Date: ____/____/____</p>	<p>Line Manager: _____ Date: ____/____/____</p> <p>Occupant: _____ Date: ____/____/____</p>