



**Government of South Australia**  
Office for Recreation, Sport and Racing

**DIRECTOR, INFRASTRUCTURE AND PLANNING**

**JOB & PERSON SPECIFICATION**

**OCTOBER 2020**

# Role Statement



Government of South Australia  
Office for Recreation, Sport and Racing

## Director, Infrastructure and Planning

<b>Classification Level:</b>	SAES1	<b>Agency:</b>	Office for Recreation, Sport & Racing
<b>Position Number:</b>	P16184	<b>Division:</b>	Infrastructure and Planning
<b>Direct Reports:</b>	2	<b>Business Unit:</b>	Infrastructure and Planning
<b>ANZSCO Code:</b>	1111	<b>Reports to:</b>	Chief Executive
		<b>Location:</b>	Kidman Park

### Organisation Overview

The Office for Recreation, Sport and Racing (ORSR) is the lead agency for the Government's policy on sport and active recreation. ORSR is responsible for State Government policy and legislation as it relates to the sector, its key programs, sport and recreation infrastructure and funding programs. The ORSR supports sport and recreation organisations, Councils and the community through the development of policy, programs and resources, the provision of funding, recreation and sport planning, infrastructure development, elite sport pathways and programs, and the promotion of physical activity.

### Division

The **Infrastructure and Planning** division provides a strategic and integrated approach towards the development and delivery of recreation and sport infrastructure and works to build diversity, strength, capacity and sustainability with industry clients and the community.

The division is responsible for a number of the State's key sporting assets, including major sporting venues such as Adelaide Super-Drome and SA Athletics Stadium. It undertakes development planning, construction, project management, facilities management, and recreation trails development and management.

### Role Overview

The Director, Infrastructure Planning and Projects will lead and direct the teams within the Office for Recreation, Sport and Racing that manage recreation and sport assets on behalf of the Minister, facilitate the delivery of sport and recreation infrastructure developments, and plan for the future recreation and sport infrastructure needs of the sector and the community.

### Key Outcomes of the Role

- Lead State sport and recreation infrastructure planning to inform investment decisions.
- Provide expert advice and analysis on recreation and sport, open space and related social and urban planning issues; including accurate and informative reports, briefings and responses.
- Oversee the governance and organisational management of major projects undertaken by ORSR.

- Ensure effective management and governance arrangements for all recreation and sport facilities owned by the Minister for Recreation, Sport and Racing.
- Develop and implement business improvement programs particularly relating to major projects ensuring consistency with government directions and agency policy.
- Promote and apply best practice and national and international trends in recreation and sport planning and policy development and in the conduct of major projects as required.
- Represent the ORSR to the sport and recreation sector and in national forums for the purposes of sport and recreation planning, resource development and facility design.
- Provide high level representation and advocacy in relevant stakeholder forums, including Parliamentary, Cabinet, Ministerial and across the Whole-of-Government.
- Provide leadership, management and support to the Infrastructure and Recreation and Sport Planning teams.

## Special Conditions and Essential Requirements

- The Director, Infrastructure and Planning will be required to enter into an annual performance agreement with the Chief Executive to participate in the department's Executive Performance Management process (this establishes key deliverables and targets).
- The ORSR supports and actively encourages flexible working arrangements to enable its executives to effectively balance work and life. Such arrangements may be negotiated with the Chief Executive.
- This role has been classified as a position of trust. The incumbent is subject to a satisfactory general probity check in line with departmental policies and procedures.

### **Qualifications / Licences**

- A relevant tertiary qualification in a related field.

### **Person Capabilities**

- Extensive experience in project and program management in a related built infrastructure field, with a track record of proven delivery.
- Demonstrated ability to manage complex stakeholder engagement and relationships that foster credibility, trust and cooperation.
- High level strategic planning, negotiation, analytical and problem solving skills demonstrated by managing complex and sensitive issues and devising creative solutions.
- Demonstrated ability to prepare plans, business cases, reports, briefings, proposals and other written communication for senior management.
- Skills in developing policies, procedures and guidelines that contribute to project and organisational outcomes.

- A high level of financial literacy, with prior experience in managing capital and operational budgets
- Demonstrated high level written and verbal communication skills, complemented by interpersonal skills that foster the establishment of collaborative working relationships with a broad range of people, particularly in a team environment.
- Capacity to drive a culture of integrity, professional accountability and diversity in line with the SA Government's Code of Ethics, the Equal Employment Opportunity Act 1987 and Work Health and Safety Act 2012, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- Substantially meets the South Australian Executive Service (SAES) Core Competencies.

## The South Australian Executive Service Competency Framework

The SAES Competency Framework forms the foundation of all aspects of the South Australian Executive Service and articulates the core behaviours required of SAES executives to achieve the highest level of performance in a South Australian public sector leadership role. The five core competencies that sit within the SAES Executive Framework are:

- Shapes strategic thinking and change
- Achieves results
- Drives business excellence
- Forges relationships and engages others
- Exemplifies personal drive and professionalism

## Corporate Responsibilities

Exhibits behaviours and demonstrates commitment and accountability to:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the legislative requirements of the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under represented groups.



## HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call Andrew or Hannah Way on (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.