



POSITION DESCRIPTION



MAKING A
DIFFERENCE SO
SOUTH AUSTRALIA
THRIVES



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Position Description

Project Manager, Tourism for Good

Purpose of the position

As a member of the Strategic Communications and Engagement team, the Project Manager-Tourism for Good is responsible for driving the implementation of the Tourism for Good strategic priority in partnership with the South Australian tourism industry, Tourism Industry Council South Australia and providing industry support to operators to deliver a uniquely South Australian visitor experience that is:

- Guided by Aboriginal care for place and community;
- Inspired by regenerative principles;
- Committed to inclusion; and
- Delivered through South Australian hospitality

The role also provides support to the Director, Policy & Projects through involvement in strategic priority policy areas that promote the growth and sustainability of the tourism sector in South Australia.

Position Title:	Reports to:	Position Classification:
Project Manager, Tourism for Good	Director, Policy and Projects	ASO6 Non-Executive Contract
Group / Unit:	Location:	Direct reports:
Strategic Communications and Engagement	Level 9, SA Water House, 250 Victoria Square	NIL

Our Values



GO BOLDLY

We thrive on taking risks and enjoy stepping outside our comfort zone.



DIG DEEPER

We never settle for simply scratching the surface. We're hungry for knowledge, fresh ideas and innovations.



CAN DO

We believe there's nothing we can't do as a team.



SHARE THE LOVE

We have a passion for excellence and exceeding expectations.

Essential Criteria

QUALIFICATIONS

- Tertiary qualification (or equivalent experience) in tourism, project management, sustainability, industry engagement or a related discipline.

SKILLS, EXPERIENCE AND KNOWLEDGE

- Experience and knowledge in implementing sustainability, regenerative and inclusion industry strategies.
- Experience working directly with industries and regional communities.
- Experience coordinating complex projects involving multiple stakeholders to ensure delivery.
- Demonstrated high-level interpersonal skills that foster trust, co-operation, and support of a wide range of stakeholders at all levels.
- High level written and verbal communication skills with the ability to tailor and present information to a range of audiences.
- Demonstrated ability to work within a fast paced, fluid environment, capably dealing with ambiguity and changing priorities, while sustaining high levels of output, simultaneously across a range of projects.
- Strong experience in strategy development and implementation.
- Experience in the preparation and review of government policies and strategies.
- Ability to grasp complex technical and policy issues quickly.

Desirable Criteria

QUALIFICATIONS

- Tertiary qualification (or equivalent experience) in sustainability policy or related discipline.

SKILLS, EXPERIENCE AND KNOWLEDGE

- Multi-disciplinary and strategic outlook.
- Knowledge of the tourism industry and associated challenges.
- Experience working within the tourism industry.
- Knowledge of government and regulatory approval processes.
- A demonstrated knowledge and understanding of Aboriginal culture, including community and society and the issues influencing these factors, as well as an ability to communicate effectively with Aboriginal people in a way that reflects a thorough understanding of Cultural Safety.

Competencies	
COMMUNICATION	Speaks clearly and fluently in a compelling manner to both individuals and groups. Clear and concise written communication utilising the appropriate style and grammar for the reader.
INITIATIVE	Takes action to achieve objectives beyond what is required. Self-starting, rather than accepting passively. Displays a sense of urgency and high energy/drive to get the job done. Anticipates problems and takes action.
PROJECT MANAGEMENT	The ability to plan and schedule a medium to large size project; to involve and allocate appropriate resources; and to bring such projects to completion on time and within budgeted costs.
STRATEGIC THINKING	Demonstrates big-picture thinking to develop and maintain strategic direction. Inspires and influences others towards achieving organisational goals and business objectives Understands the organisations objectives and links between the business unit, the organisation, the whole of government policy agenda and public service values.
INFLUENCING	Uses appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers, superiors) toward desired outcomes. Modifies behaviours to accommodate tasks, situations and individuals involved.

Key Responsibilities

PRIORITY PROJECTS

- Support the implementation of the Tourism for Good strategic priority actions.
- Support the development of specific tourism related projects and key themes aligned with the SATC's strategic program of work which are of critical importance to the SATC and the tourism industry.
- Research, formulate and administer strategic policy advice and planning to achieve the goals and objectives of the South Australian Tourism Plan 2030.
- Support the preparation of policy papers, submissions and briefs on complex policy issues as required.

PERFORMANCE MEASURES

- Successful delivery of key projects within the Tourism for Good strategic pillar.
- The Tourism for Good - Community of Practice is fostered.
- Agency objectives are planned and implemented within agency goals.
- Tourism projects and strategies are developed and implemented.

PROJECT MANAGEMENT

- Manage complex, multi-stakeholder, projects from strategy to execution.
- Engage and manage stakeholders, facilitating communication and collaboration across teams.
- Brief, report and influence across all levels of the SATC and key stakeholders.

PERFORMANCE MEASURES

- Projects delivered on time, within scope and budget.
- Monthly reporting completed in a timely manner.

INDUSTRY ENGAGEMENT

- Support the tourism industry to develop new and enhanced demand driving tourism products and experiences that appeal to South Australia's target markets and are ground in Tourism for Good principles.
- Provide leadership and guidance to South Australian tourism operators to increase their business capabilities and support their Tourism for Good transition.
- Actively work with state government, local government, and regional tourism authorities to partner and leverage product development initiatives.
- Develop comprehensive proposals and deliver presentations when required.

PERFORMANCE MEASURES

- Positive engagement with tourism operators, regional tourism authorities, and local and state government in delivering the Tourism for Good agenda.
- Positive relationships developed that enhance and improve tourism opportunities within South Australia.

ORGANISATIONAL CONTRIBUTION / SAFETY AWARENESS

- Adhere to SATC policy and procedures on all matters relating to health and safety.
- Ensure that SATC vehicles are maintained in accordance with SATC Motor Vehicle Policy, attend driver training, and drive according to the law and prevailing conditions.
- Follow the principles of a sustainable working environment by following organisational greening initiatives.

PERFORMANCE MEASURES

- 100% commitment to Work Health and Safety (WH&S).
- 100% attendance in relevant WH&S training.
- Ensure knowledge and appropriate application of WH&S procedures and policies.

Special Conditions

- The appointment will be subject to a 6-month probation period. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with their direct manager, using the SATC's Performance Development process.
- Take personal responsibility for understanding and complying with the South Australian Tourism Commission policies on WHS, equal employment opportunity and public administration.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997.
- It is the policy of the Commission that staff can be reassigned to other positions or roles consistent with their classification level to meet changing work demands and/or their personal development needs.
- The incumbent may be required to undertake a relevant national police check or employment screening check
- Class C Drivers Licence and willingness to drive
- Out of hours work, intrastate and interstate travel may be required.

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Executive Manager	Line Manager	Incumbent
Chris Burford Executive Director Strategic Communications and Engagement	Kathryn Galpin Director, Policy and Projects Strategic Communications and Engagement	Name Project Manager, Tourism for Good Strategic Communications and Engagement
<div>Signed</div>	<div>Signed</div>	<div>Signed</div>
<div>Date</div>	<div>Date</div>	<div>Date</div>