**Principal Advisor, Policy & Secretariat Services**

***Seek Blurb:***

Leverage your law or policy experience to further the objectives of ReturnToWork’s Minister’s Advisory Committee.

**Seek selling points**

* Enjoy a lively and flexible culture
* Contribute to the success of the Scheme
* Liaise directly with key Scheme stakeholders

***The opportunity***

This position offers a unique opportunity to provide comprehensive policy and secretariat support primarily to the Minister's Advisory Committee (MAC) through its Presiding Member, as well as to other strategically important committees within ReturnToWorkSA. Your role will be crucial in ensuring their efficient operations, achieving key objectives, and enhancing overall effectiveness. Join a vibrant and dynamic workplace culture within the Government Services and Stakeholder Engagement Team where you can contribute to significant strategic projects that support the implementation of the Regulation’s operational excellence model.

***The position***

In this role, you will provide comprehensive secretariat (executive officer) support for the Minister's Advisory Committee (MAC) and other jurisdictional committees as needed, including those attended by the CEO. Responsibilities include delivering timely advice to the Minister, Board, and CEO, drafting briefings and policy positions, and ensuring effective responses to inquiries from ReturnToWorkSA or the Minister. You will establish the MAC as a trusted resource on workers' compensation matters and support the Presiding Member with policy and research services. Managing relationships with the Board and Executive Leadership Team to engage the MAC in critical discussions is essential. Additional tasks include conducting stakeholder consultations, preparing high-quality reports, and ensuring effective governance within the committees, all while maintaining confidentiality and high standards of accuracy in documentation.

***This role will be a full-time fixed term contract for 3 years, however we will consider 0.8 FTE for the right candidate.***

***About you***

You will ideally hold a tertiary qualification in Law, Policy, or a related field, or relevant experience in high-level secretariat and Committee support. Strong research and writing skills are essential for preparing reports and briefs on complex issues for diverse audiences. The role requires navigating relationships and managing competing priorities in a complex political environment while demonstrating emotional resilience and professionalism. You must balance transparency with sensitivity and work effectively under pressure. Excellent interpersonal skills are vital for fostering collaboration and stakeholder engagement.

***ReturnToWorkSA Profile***

***At ReturnToWorkSA, our purpose is to empower and support South Australians impacted by work injury.*** Our services and those delivered by our claims agents are designed to provide early intervention support to workers and employers following a work injury to ensure the worker can recover and return to work as quickly as possible.

***Why join us?***

Experience a workplace culture that rewards your contribution and provides the development and support to help you reach your potential. We are committed to fostering a diverse and inclusive workplace where our people can genuinely make a difference to the lives of South Australians affected by work injury. At ReturnToWorkSA, you can expect a range of benefits including:

* An extensive wellbeing program
	+ access to a broad range of wellbeing seminars, webinars and information sessions
	+ a free onsite gym and bike storage
	+ annual vaccinations, skin checks, seasonal fruit and corporate cup challenge
	+ discounted corporate private health insurance
	+ and a proactive EAP provider
* Flexible work options including part time and working from home
* Access to learning and development programs to enhance your personal and professional skill set and career development
* Modern offices with excellent amenities in the Adelaide CBD

***Special requirements/Conditions***

* Qualification Verification

***Further information***

Candidates will also be assessed based on their ability to demonstrate personal and professional alignment with ReturnToWorkSA’s organisational values which are critical to our success: **We** care about people and sustainability; **We** are inclusive and innovative; **We** listen to understand; and **We** own our actions.

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The total remuneration package for this position is starting from $107,842 (exclusive of superannuation). The final offer will be commensurate with the candidate’s qualifications, skills and experiences.

***How to apply***

Please submit a cover letter demonstrating your key capabilities and experience supported by your current resume addressed to **Mia Bell, Principal Advisor Scheme Policy & Complaints.** If you would like to discuss the position further, **Mia Bell** can be contacted on **08 8233 2475**.

Please note shortlisting and interviewing for this role will commence immediately so we strongly encourage all candidates to put forward your applications as soon as possible. The role may close early if a preferred candidate is identified.

***Inclusion and acceptance***

ReturnToWorkSA is an equal opportunity employer, valuing difference and embracing diversity and we promote flexible ways of working, applicants are encouraged to discuss any workplace adjustments that might be needed as well as the flexible working arrangements for this role.

***Still not sure?***

Research indicates that up to 60% of women and underrepresented groups may hesitate to proceed, even after completing a draft application. We firmly believe that diversity enhances the strength of every team, so even if you don’t tick all the boxes we still want to hear from you.