

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Project and Business Officer

Division: Corporate, Heritage and Climate Action

Classification Level: ASO5

Branch/Unit: Information and Communication Technology

CHRIS Position Number: P66533

Reports to (Title): Director, Information and Communication Technology

About the Agency – [Department for Environment and Water](#)

About the Role

The Project and Business Officer is responsible for delivering a high level of business support services and advice to the Director, Information and Communication Technology (ICT), managers and senior staff in the ICT branch. This includes providing a high level of support and advice relating to the ICT budget, baselining, reporting and monitoring, as well as contract management support, projects and bids.

The Project and Business Officer will have a strong and collaborative relationship with managers and staff in the ICT branch, as well as staff within the Finance branch and the Office of the Executive Director.

Key Role Outcomes

- High level business support is provided to the Director, ICT and ICT managers, including financial management, budgeting, HR coordination and administrative support to enable efficient ICT operations.
- Leaders are provided with a high level of support and advice on ICT budgets, including baselining, spending, fund availability, and ongoing monitoring and reporting.
- ICT Branch is provided with high level executive services including general correspondence, maintenance of Ministerials, briefings and other correspondence, organising Branch meetings and maintaining Minutes as required.
- Reports, dashboards and advice, which are produced in liaison with the Finance branch, are delivered.
- The Director, ICT and ICT Contracts Manager are assisted in identifying, documenting and monitoring contracts and ongoing services across the agency for any product, contract or provision of service related to ICT.
- Minor projects and project-related documentation are delivered to a high standard, including assisting ICT Managers with developing bids, project budget statements, compliance statements, schedules, and monitoring project deliverables against scope, time, cost and quality expectations.

Essential Criteria (including qualifications)

- Highly developed verbal and written communication skills.
- Proficiency with MS Office products.
- Prioritises workload and allocates time appropriately.
- Demonstrated understanding and experience in the effective development and analysis of business budgets and operation of financial reporting.

- Provides accurate technical documentation and advice with strong attention to detail.
- Demonstrates an adaptable approach, working well with ambiguity and a range of skillsets to define needs and work iteratively to provide required services.
- Is able to interrogate information from diverse sources, to identify and provide options analysis.

Desirable Criteria

- An appropriate degree/qualification in management accounting and/or contract management is desirable.

Key Relationships/Interactions

- Works with the ICT Contract Manager.
- Works with staff from the Finance Branch as needed.
- Assists the ICT Managers with tasks and activities as needed.
- Builds strong working relationships with staff in the ICT Branch, Finance Branch, Office of the Executive Director and agency-wide.

Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Thinking and Acting Strategically • Leading and influencing change 	<ul style="list-style-type: none"> • Raises potential options for consideration arising from research analysis. • Can identify and articulate potential issues and implications. • Communicates change positively and with commitment. • Is comfortable in integrating changes within own area of responsibility.
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Assuming Accountability 	<ul style="list-style-type: none"> • Develops and communicates clear and realistic goals / expected outcomes for projects and tasks. • Works with key stakeholders to problem solve over coming challenges and facilitate the achievement of outcomes. • Willingly accepts responsibility for own work. • Shows initiative in moving projects forward and dealing with potential problems.

Drives Business Excellence	<ul style="list-style-type: none"> Promoting Customer Service 	<ul style="list-style-type: none"> Takes considerable effort to understand and respond to the financial needs of customers. Gathers feedback from customers to assist in continually improving service delivery.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> Establishing and maintaining networks 	<ul style="list-style-type: none"> Works well with others and is effective in collaborating with colleagues across the Agency. Shows tolerance and consideration for others by accepting diverse opinions and approaches in a non-judgmental way.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> Displaying Flexibility and Resilience Demonstrating Commitment to Learning and Development 	<ul style="list-style-type: none"> Is flexible in handling changing priorities. Presents in a positive and composed manner even in stressful situations. Keeps up to date with relevant trends/developments. Reflects on own work and formal learning opportunities.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Date Delegate approved original classification:	23/2/2026	Original Class method:	Full
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