

Position Description

Senior Data and Funding Officer

Why work with us

The Office for Early Childhood Development was created to champion change and to help build a system that gives all South Australian children a flying start to life.

Guided by the recommendations of the Royal Commission into Early Childhood Education and Care, the Office for Early Childhood Development is the steward of the early childhood development system in South Australia.

The Office is tasked with a significant responsibility: bringing together a holistic, connected system for early childhood development across South Australia, with the goal of reducing the rate of children entering school developmental vulnerable. Critical to this is the roll-out of universal 3-year-old preschool from 2026, giving every child access to 2 years of teacher-led, play-based early learning before school by 2032.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Office for Early Childhood Development (OECD) is responsible for co-ordinating responses to the recommendations of the Royal Commission for Early Childhood Education and Care, working across all tiers of government and across sectors to plan for and implement 3-year-old preschool and other recommendations relating to the first 1000 days of a child’s life.

The OECD is also responsible for developing and implementing data and funding arrangements to facilitate access to preschool for 3- and 4-year-olds in South Australia in both government and non-government settings.

The Senior Data and Funding Officer will develop and implement the data collection, analysis, payment and monitoring processes and systems associated with South Australia’s preschool delivery across the government and non-government sectors.

Position title	Senior Data and Funding Officer
Classification	ASO7
Division	Funding, Operations and Evidence
Directorate	Funding Operations and Monitoring
Location	30 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Principal Data, Payments and Monitoring Lead
Direct reports	Nil
Role description date	March 2026

What you will do (key outcomes)



1. Support the implementation of the State Government's preschool funding arrangements through associated planning and evaluation of providers' performance against key performance indicators, targets and deliverables as defined by funding obligations and contracts.
2. Develop and implement approaches to monitoring preschool services' funding and expenditure against approved budget, having regard to price, funding policy, conditions and other factors, and providing data and information that supports corrective action to manage accountability and risk.
3. Provide strategic advice related to funding policy across Flying Start and Preschool Reform Agreement funded services, and support budget management activities for the Funding Operations and Monitoring (FOM) team, ensuring adherence with government policies.
4. Manage and maintain processes for data collection, analysis, payment and monitoring processes to support the OECD in its stewardship of preschool funding arrangements.
5. Provide support in identifying emerging issues, critical risks and gaps and provide advice to inform and guide the continuous improvement of data and payment processes, including the development and implementation of related procedures and tools.
6. Manage, coordinate, maintain and update funding agreements, variations, and other contractual agreements required to deliver funded preschool programs in early childhood settings and other initiatives including supporting access to childcare.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Project Management:** Proven experience leading and implementing critical projects within agreed timelines and available resources to ensure the successful delivery of reform initiatives to achieve successful outcomes.
- **High level of communication and negotiation skills:** Ability to work effectively with people at all levels across the organisation and within and outside the public sector in a professional, confidential and a tactful manner, with proven skills in developing and maintaining networks, working with astuteness and discretion in a sensitive/political environment.
- **Data and Funding Management and Analysis:** Proven experience in developing and maintaining complex data collection and management systems, including problem solving and providing high level advice in relation to complex funding and data policy and risks.
- **Autonomy and adaptability:** Demonstrated ability to work under broad direction, in a highly effective manner, either independently or as a member of a team, to analyse and resolve complex problems using considerable initiative and judgement, whilst managing high volumes of work, changing priorities, and meeting critical deadlines in a challenging environment.
- **Work Health and Safety:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
Executives and staff across OECD Other state and Australian government departments Non-government early childhood services sector	Essential: Nil Desirable: Relevant tertiary qualification

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver’s licence and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Rhiannon Edwards, P&C Consultant		Approved by: Georgy Grundy, Director, Funding Operations and Evidence	
Date: March 2026		Date: March 2026	