

Role Description



Government
of South Australia

SA Housing Trust

Role title	Project Officer		
Directorate	Partnerships and Market Solutions		
Business unit	Innovation Partnerships		
Reports to	Senior Manager, Innovation Partnerships	Classification	ASO5

Role Summary

The Project Officer is accountable to the Senior Manager Innovation Partnerships for undertaking high level research, policy and project work designed to improve policies, programs, and services.

This role will manage and coordinate strategic and operational policy and program reviews, and will prepare project briefs, reports, and submissions. Furthermore, the Project Officer will liaise and work other SA Housing Trust divisions and non-government stakeholders to build strong relationships and maintain effective interface between program development, planning and policy implementation.

Our Organisation

We are a modern, professional, effective, and high performing organisation that is a leader in customer service, innovation and partnerships within the housing, finance and services sectors.

We have dedicated staff who are proud of the difference our organisation makes and passionate about improving housing opportunities and outcomes, through several metropolitan and country locations around South Australia.

Our employment practices value diversity and inclusion and we welcome employees with a mix of background, characteristics, experiences, professional skills and perspectives.

Directorate Summary

The Finance and Partnerships Directorate delivers a range of corporate functions and is the lead contact point within the SA Housing Trust for strategic partner engagement. Our focus is to lead collaboration with sector partners to deliver housing outcomes and pursue opportunities that contribute to their strategic objectives. We work together to facilitate value by leading procurement, finance, legal, internal audit and risk services and regulate housing through the Office of Housing Regulation and Housing Safety Authority

Primary outcomes and responsibilities

Oversee and coordinate projects, ensuring the effective delivery of comprehensive project documentation and robust processes that align with organisational objectives and support operational excellence.

Research, develop and review operational housing policies and contribute to policy development through analysing and reporting information relevant to the needs of the customers.

Co-ordinate policy, program and service model development processes that involve consultation and negotiation with internal and external stakeholders

Produce high quality Cabinet, Ministerial and Departmental briefings, speech notes and other government and sector communications, establish timelines and provide regular executive level project reports, responses and other relevant correspondence.

Develop and deliver presentations that communicate project outcomes and future directions, ensuring information is clearly conveyed to relevant stakeholders and fosters understanding of the impact.

Identify system improvements and change opportunities through data analysis and research and design and implement improvement initiatives.

Develop and maintain constructive and effective working relationships with internal and external stakeholders, including SA Housing Trust divisions, external specialists, Government departments and non-government organisations.

Provide high quality, comprehensive and authoritative housing policy and program advice to a wide range of stakeholders, including Senior Managers and other policy makers within the SA Housing Trust.

Corporate responsibilities

Support and advocate 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.

Model ethical behaviour and practises consistent with SA Government Code of Ethics for Public Sector Employees.

Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Understand and follow safe work practices, identify and report all hazards, take reasonable care of own safety and that of others and contribute to safety and wellbeing improvement.

As a White Ribbon Accredited workplace, SA Housing Trust has a zero tolerance towards violence in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Housing Trust regarding acceptable workplace behaviour.

A genuine commitment to Reconciliation and achieving the actions set out in our Reconciliation Action Plan and to creating an environment that is inclusive, respectful, free from racism and culturally safe.

Special conditions

Successful applicant will be required to satisfactorily complete a National Police Clearance prior to being employed.

The successful applicant may be required to hold a current Australian issued Drivers Licence, which must be maintained.

Some inter/intra state travel may be required.

Working relationships

Senior Manager, Innovation Partnerships

Partnerships and Market Solutions Team and other SA Housing Trust Business Units

Senior level staff across the SA Housing Trust, and other Government and non-government agencies

External service providers

Selection criteria (knowledge, skills, aptitude and experience)

Demonstrated knowledge and experience undertaking high level research, policy and project work, including service development, implementation and evaluation.

Proven high level analytical, research and conceptual skills, with the ability to critically analyse data, interpret complex issues, develop detailed advice, and recommend appropriate solutions to problems.

Demonstrated ability to build and maintain effective relationships and networks with internal and external stakeholders, ensuring responsiveness of actions to maintain high levels of communication and engagement.

Experience in presenting complex issues and findings in writing such as reports, presentations, recommendations and briefing notes.

Knowledge and experience of project management principles and methodologies.

Qualifications	Essential or desirable
Not Applicable	

South Australian Public Sector Values

Service  We proudly serve the community and Government of South Australia	Professionalism  We strive for excellence	Trust  We have confidence in the ability of others	Respect  We value every individual
Sustainability  We work to get the best results for the current and future generation of South Australians	Collaboration & Engagement  We create solutions together	Honest & Integrity  We act truthfully, consistently and fairly	Courage & Tenacity  We never give up

Approved date	N Tuffnell, 20 February 2026
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