



ASO6 Senior Project Officer Constable Development Program Redesign Project Academy and Learning Branch People, Culture and Wellbeing Service

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24-hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

SAPOL's People, Culture and Wellbeing service provides a holistic approach to the future development of our people and the organisation. Through strategic leadership and direction, People, Culture and Wellbeing will ensure our employees are skilled and supported to deliver a more efficient and effective service to the community. This will be achieved by increasing support to the frontline, ensuring the right people are in the right roles, developing talent pools and pipelines, delivering programs and strategies to foster highly effective leaders as well as providing collaborative business partnerships. Recognising that the capability of our workforce is dependent on the physical and mental health of all its members, People Culture and Wellbeing will deliver programs which provide an all-inclusive approach and promote every aspect of health and wellbeing.

The Academy and Learning Branch supports frontline policing and corporate operations of SAPOL through the provision of high-quality training and education for SAPOL employees at all stages of their career.

Service

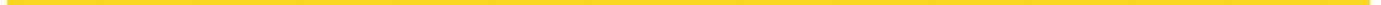
Integrity

Leadership

Collaboration

Courage

Respect



SAPOL have redesigned the foundational training for police officers - the Constable Development Program (CDP) - with the integration of evidence-based contemporary adult learning and police learning principles. The redesigned program will focus on the core educational objectives, emphasising learning retention and effective workplace application. Informed by cognitive load principles and a focus on developing critical thinking, self-regulation and reflective practice, the new program structure will draw on evidence-based approaches for policing environments. It will adopt a blended learning model that prioritises problem-based learning and integrates engaging, contemporary digital delivery to support deeper understanding and practical skill transfer.

The Senior Project Officer provides project management expertise and leadership to the Redesign Project Team to support the successful implementation of the Learning Program Redesign.

Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Police Academy, Taperoo
Qualifications	N/A.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL’s iEngage program.

Reporting / Working Relationships

The Senior Project Officer reports to the Education Manager – Learning Program Redesign and works closely with the Project Manager, other SAPOL Subject Matter Experts (SME), managers and staff in relation to the successful achievement of project objectives. The position leads a team of Project Officers who are program content SME’s.

The Senior Project Officer liaises with organisational stakeholders and SME’s across a range of SAPOL services on the requirements, design and implementation of a revised learning program.

KEY OUTCOMES

- Develop, maintain and administer the project management documentation, methodology frameworks, guidelines, reporting, templates and related processes.
- Lead a team of Project Officers to achieve learning program development goals.
- Coordinate and conduct complex investigations and research on best practice and make recommendations in relation to the best approach to implement the learning program redesign solution.
- Consult with Academy and Learning stakeholders and SME’s to coordinate and control the implementation of the redesigned learning program, including the development of processes and relevant tools and templates to support this.
- Develop, manage and execute an appropriate implementation strategy to ensure stakeholders are aware of changes and are supported in the implementation of the learning program redesign.

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- Provide a project management and reporting consultancy service to a wide range of stakeholders to ensure the successful adoption of project management methodology framework, guidelines, handbooks, templates and related processes.
 - Monitor and evaluate all aspects of project implementation, including risk and contingency management, benefits realisation, project impact and quality measures, to identify and address issues, assess project progress and effectiveness, and achieve project outcomes.
 - Coordinate and provide high quality, timely administration support to project/program/portfolio governance bodies and stakeholders.
 - Provide expert advice on, and contribute to, establishing and maintaining the ongoing operation and services, including the effective design of its tools and practices and ensuring alignment with existing SAPOL governance, policies and systems.
 - Maintain, administer and continually develop the relevant project management, collaboration and records management tools including Project Server, Teams/SharePoint/O365 and Confluence.
 - Conduct research, analysis and evaluation as required.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Demonstrated experience in implementing and applying and significant knowledge of project management principles and methodologies.
- Proven experience and expertise as a project coordinator/administrator/officer.
- Demonstrated experience providing support in defining project management standards, conducting independent assurance of project delivery and raising the maturity of project management practices.
- Highly developed communication, interpersonal, negotiation, stakeholder management, engagement and relationships skills, including the ability to work with people at all levels, partner with and influence project managers and executives and produce written reports of a high quality.
- Expertise, knowledge and experience in business change management, stakeholder consultation and analysis, financial and resource administration practices and processes as they pertain to projects, programs and portfolio, particularly within a government context.
- Well-developed analytical and conceptual thinking skills and demonstrated ability to gather and interpret information, analyse complex business issues systematically, understand them, apply a great attention to detail and present options and solutions.
- Experience in configuring and using the full suite of project management, collaboration and records management tools including Project Server/Online, MS Office suite including Project, Excel, Word and PowerPoint, Teams/SharePoint/O365, Confluence or equivalent.
- Demonstrated ability to work under broad direction in a highly organised manner and exercise a significant level of responsibility, decision making, judgement and delegated authority in resolving complex problems in accordance with relevant policies and procedures.

Desirable Characteristics

- Knowledge of education and learning practices.
- Previous experience or expertise in SA Police project management.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.

- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.