

Position Description

Senior Project Officer

Why work with us

Every child and young person deserves a great education.




We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

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 Senior Project Officer supports the implementation and coordination of key projects within the 3-Year-Old Preschool Implementation Team and for the broader early childhood reform agenda. Working as part of a collaborative, fast-paced team, this role contributes to policy development, implementation planning, stakeholder coordination, and project reporting.

The role supports the delivery of high-quality project outputs and ensures alignment with broader departmental objectives and timelines. It requires strong organisational and analytical skills, effective relationship management, and the ability to operate effectively across a range of stakeholders and internal business units.

Position title	Senior Project Officer
Classification	ASO6
Division	Future Education Models
Directorate	3-Year-Old Preschool Implementation
Location	31 Flinders Street, Adelaide, with flexible working arrangements available (<i>amend as necessary</i>)
Reports to	Program Manager, 3 Year Old Preschool Implementation (ASO8)
Direct reports	Nil
Role description date	September 2025

What you will do (key outcomes)

1. Plan, develop and implement a range of projects, systems and policy that support the delivery of 3-Year-Old Preschool and early childhood reform initiatives, contributing to improved processes and consistent service delivery across sites.
2. Undertake research and analysis to support policy development and provide evidence-based advice, reporting, and recommendations to inform planning and continuous improvement of early childhood reforms.
3. Contribute to the development, implementation and monitoring of reform actions, including change management activities and practical implementation support to early learning sites and stakeholders.
4. Support project coordination and quality assurance activities, including tracking deliverables, managing risks, contributing to evaluation processes for early childhood reform programs, and supporting relevant governance boards.
5. Prepare, contribute to, and monitor the delivery of timely, high-quality documentation, including management requested reports, briefings, correspondence, agendas and board papers, and ensure the accuracy of quality assurance and project activities.
6. Build and maintain positive working relationships with a range of internal and external stakeholders to support the delivery of program outcomes.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Autonomy and adaptability:** Proven ability to work independently, as well as collaboratively in a team, under limited direction, including the ability to identify performance outcomes, work under pressure and meet strict deadlines in an environment of change and growth.
- **High level written and verbal communication:** Proven ability to apply high level communication and

interpersonal skills to negotiate and liaise effectively at senior levels with internal and external stakeholders and write to a standard that ensures facts, concepts and proposals are clearly understood by their intended audience.

- **Problem solving:** Ability to identify and analyse complex problems, identify and analyse relevant data, and formulate and implement flexible and adaptable solutions in response to organisational and operational need.
- **Project and change management:** Experience in using project management methodologies for effective design, implementation, documentation and reporting on project outcomes to meet defined timeframes and deadlines.
- **Policy/program knowledge:** High-level knowledge of the department’s program activities, structure and activities, and relevant government policy, agency procedures and practices.
- **Commitment to safe and inclusive work practices:** Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment, and legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
<p>Direct Working Relationships</p> <ul style="list-style-type: none"> • Director, Three Year Old Preschool Implementation • Assistant Director, System Readiness • Program Managers • Future Education models team members • Preschool and Early Childhood Services executives, management and staff <p>Internal Working Relationships</p> <ul style="list-style-type: none"> • Corporate business unit executives, management and staff • Local Education Team members including Education Directors • Site leaders <p>External Working Relationships</p> <ul style="list-style-type: none"> • Office for Early Childhood Development • Other state and commonwealth government departments as required 	<p>Essential: Nil</p> <p>Desirable: Nil</p>



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

<p>Assessed by: Jessica Ellis, Executive Lead Future Education Models</p>		<p>Approved by: Bailey Bowyer, People and Culture Advisor</p>	
<p>Date: March 2026</p>		<p>Date: March, 2026</p>	

