

Senior Project Officer, Organisational Development

Department for Child Protection

Nurturing happy, healthy kids so they can grow up safe and reach their full potential.

CLASSIFICATION:

ASO5

DIRECTORATE:

People and Culture

REPORTS TO:

Manager, Workforce Strategy & Organisational Development

FTE:

1.0

ROLES REPORTING TO THIS ROLE:

Nil

ABOUT THIS ROLE:

The Senior Project Officer is responsible for undertaking, coordinating, monitoring and reporting on key projects within the Workforce Strategy and Organisational Development (“WS&OD”) team. The role is required to apply project methodology and maintain an effective consultative and working relationship between DCP, service providers and other key stakeholders where necessary. The role is responsible for coordinating workforce planning, reporting and People and Culture communication activities.

YOU WILL BE ADDING VALUE BY:

1. Apply project management methodologies to plan and implement projects including detailing processes, costs, outputs and outcomes, in liaison with internal and external stakeholders to ensure the needs of clients are addressed.
2. Lead key WS&OD projects, including engagement and culture survey planning, mentoring and recognition programs, and leadership strategy.
3. Lead the planning and coordination of forums and events, including leadership forums.
4. Provide operational support in scoping, designing, implementing and managing strategic and operational projects and initiatives, including stakeholder consultation, issues and risk management and project scheduling.
5. Identify issues and trends, and resolve issues related to stakeholder engagement, change management, communications and monitoring of service delivery data.
6. Prepare clear and detailed project documentation and briefs.
7. Assists with evaluation of policies, programs and services where required.
8. Undertakes research activities to help inform development, implementation and continuous improvement of policies, programs and projects
9. Coordinate workforce planning and reporting, by generating reports and development of workforce profiles.
10. Work collaboratively to develop and maintain effective working relationships with managers, peers, staff and stakeholders, and provide professional and high-quality customer focused services.
11. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
12. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

WHO YOU WILL WORK WITH:

- Manager, Workforce Strategy and Organisational Development
- WS&OD team members
- People and Culture leadership team
- Communications, Media and Engagement team
- Project Management Office
- Other government and non-government organisations

QUALIFICATIONS**Essential:** Nil**Desirable:** relevant tertiary qualification or certification in project management

YOUR CAPABILITIES:

- Proven ability to develop and maintain collaborative and effective, internal and external, relationships and networks that underpin the achievement of People and Culture directorate goals and objectives.
- Proven ability to work with a high level of personal and professional integrity and motivation, and support the maintenance of a positive, collaborative and professional team.
- Proven high level interpersonal, written and verbal communication skills with a proven ability to manage and maintain a broad range of professional working relationships with and across organisations.
- Demonstrated ability to work effectively to achieve positive business results by delivering effective outcomes, including displaying competence, initiative, and sound judgement to identify service delivery improvement and opportunities, analyse and solve complex problems, and meet deadlines.
- Experience in reviewing existing work practices, systems and procedures in pursuit of best practice opportunities.
- Demonstrated ability to plan, implement, evaluate and manage competing tasks, projects and research, and a capacity to analyse and integrate a range of data and information from a variety of sources to develop clear and effective business reports and presentations.
- Experience in the preparation of written reports, briefings and presentations.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment.

OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- 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*.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Manager, WS&OD).
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some out of hours work may be required.
- Some intra/interstate travel (including in small aircraft) may be required.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT: 20 January 2026



Government of South Australia
Department for Child Protection