

Senior Project Officer

OUR CULTURE

The **Department for Energy and Mining (DEM)** is committed to being the Most Transformative Energy and Mining Government Department in the World. To achieve this, we have developed four key enablers to high performing behaviour. These enablers underpin everything we do.

- Our culture is diverse, professional, accountable, respectful, and committed to safety. We work collaboratively so we all succeed.
- We are committed to demonstrating personal and professional leadership and value being recognised as leaders in our field.
- We deliver the best outcomes for South Australians.
- We listen and engage meaningfully so that our decisions and actions build a successful and sustainable future for all South Australians

We are a White Ribbon Accredited workplace that promotes gender equality and a zero tolerance of violence in the workplace.

DEPARTMENT CONTEXT

DEM (SA) leads the global transformation economy, overseeing the responsible mining and production of the minerals, metals, and fuels of the future, to safely and sustainably generate the energy and low carbon products of the future. It's a staff of ~300 personnel across the state and with a central office in Adelaide.

Our low-cost power, leading regulation system and culture of innovation is leading to the decarbonisation of industry, new modern manufacturing opportunities, increased employment and greater prosperity and security for the people of South Australia.

We particularly acknowledge the essential role that traditional Aboriginal people play in the energy and mining sector as land managers, heritage custodians, business owners and community leaders.

DEM aims to support the doubling South Australia's copper production in the next decade, with potential for a further 50% increase in the following ten years. To achieve this goal, South Australia requires a sustainable industrial water supply. **The Northern Water Project** is the transformative opportunity to meet this need, it will desalinate water from the Upper Spencer Gulf and transport it to our world-class copper mines. The project offers a climate-resilient water supply that could unlock decades of growth in northern SA, while reducing pressure on the Great Artesian Basin and River Murray, critical sources with high environmental and cultural value.

Our ~20-person team in the Northern Water Commercial Unit (NWCU) within DEM is responsible for delivering the commercial and financial outcomes required to support the

Northern Water Final Investment Decision (FID). This includes water offtake agreements, major assessments (bankability, environmental, planning, pricing, and company setup), and the overall project business case.

ROLE TITLE	Senior Project Officer		
CLASSIFICATION	ASO6	POSITION NUMBER	P65115
DIVISION	Northern Water Commercial Unit		
TEAM	PMO		
DESIGNATED POSITION	No		

ROLE PURPOSE

The **Senior Project Officer** supports the delivery of strategic priorities within the Northern Water Commercial Unit by coordinating project activities, timelines, and stakeholder engagement. Working closely with the Risk/Project Coordination Manager, Senior Finance team and other team members, the Project Coordinator ensures that projects are delivered on time, within scope, and aligned with organisational objectives.

This role involves applying strong organisational and analytical skills to manage project documentation, monitor progress, support financial analysis and provide timely reporting that informs decision-making. The **Senior Project Officer** also contributes to continuous improvement by maintaining project management tools and processes that enhance efficiency, transparency, and governance across all project phases.

REPORTING / WORKING RELATIONSHIP

- Reports to: Risk/Project Coordination Manager, Northern Water Commercial Unit
- Direct reports: nil
- Works with: Colleagues in DEM, Office of the Minister for Energy and Mining, South Australian Government agencies, Commonwealth Government agencies, relevant industry stakeholders and advisors.

KEY OUTCOMES

- Managing the collection of data from external sources, and ensuring data interrogation, verification and maintenance is undertaken to evaluate energy efficiency and demand management programs and services, with trends and findings reported in a timely manner.
- Develop and maintain positive and collaborative relationships with a range of customers and internal/external stakeholders to ensure ongoing access and dissemination of critical information on relevant matters.
- Project plans, schedules, and documentation are maintained accurately and updated regularly.
- Support is provided for Finance team-related activities.
- Coordination of meetings, workshops, and stakeholder engagement activities is timely and effective.
- Risks, issues, and dependencies are tracked and escalated appropriately to support proactive management.

- Reporting on project progress, milestones, and deliverables is clear, concise, and delivered on time.
- Project management tools and frameworks are applied consistently to ensure alignment with organisational standards.
- Collaboration across teams and stakeholders fosters a positive and productive project environment.

SELECTION CRITERIA

- Demonstrated experience in coordinating projects or supporting project delivery in a complex environment.
- Strong organisational and time management skills, with the ability to manage competing priorities.
- Excellent written and verbal communication skills, including the ability to prepare clear reports and facilitate meetings.
- Ability to work collaboratively with diverse stakeholders and contribute to shared goals.
- Adaptability and initiative in a dynamic environment, with a commitment to continuous improvement.

ESSENTIAL QUALIFICATIONS

- Relevant tertiary qualifications in project management, business administration, or a related field (or equivalent experience).

SPECIFIC REQUIREMENTS

- DEM encourages flexible working arrangements such as working from home, part time work, job share, compressed weeks and purchased leave. Arrangements are negotiated with the appropriate manager.
- The incumbent will embrace diversity in all its forms and demonstrate inclusive behaviours in the workplace.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The incumbent is expected to uphold the ethical behaviour and professional integrity standards as contained in the *Public Sector Act 2009*, as well as comply with any other relevant legislated requirements.
- Some out of hours work may be required.
- Appointment to this role may be subject to a satisfactory National Police Check.