

## Position Description

### Senior Policy and Project Officer

#### Why work with us

The Office for Early Childhood Development was created to champion change and to help build a system that gives all South Australian children a flying start to life.

Guided by the recommendations of the Royal Commission into Early Childhood Education and Care, the Office for Early Childhood Development is the steward of the early childhood development system in South Australia.

The Office is tasked with a significant responsibility: bringing together a holistic, connected system for early childhood development across South Australia, with the goal of reducing the rate of children entering school developmentally vulnerable. Critical to this is the roll-out of universal 3-year-old preschool from 2026, giving every child access to 2 years of teacher-led, play-based early learning before school by 2032.

#### Our values

We are part of the South Australian public sector and share the values of:

							
<b>SERVICE</b>	<b>PROFESSIONALISM</b>	<b>TRUST</b>	<b>RESPECT</b>	<b>COLLABORATION &amp; ENGAGEMENT</b>	<b>HONESTY &amp; INTEGRITY</b>	<b>COURAGE &amp; TENACITY</b>	<b>SUSTAINABILITY</b>
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 Policy and Project Officer roles will contribute to a range of project and policy functions to deliver a range of initiatives to support the roll-out of 3-year-old preschool.

The Senior Policy and Project Officer is responsible for implementing reform and change across the office for early childhood development. The position contributes to governance, project delivery, strategic policy design and delivery through the provision of advice based on best practice and appropriate evidence, as well as stakeholder input to support the implementation and evaluation of programs.

The Senior Policy and Project Officer supports senior leaders within OECD and builds strong relationships with both internal and external stakeholders to ensure collaboration and a high level of service throughout the project lifecycle.

<b>Position title</b>	Senior Policy and Project Officer
<b>Classification</b>	ASO6
<b>Division</b>	Various
<b>Directorate</b>	Various
<b>Location</b>	60 Flinders Street, Adelaide, with flexible working arrangements available.
<b>Reports to</b>	Various
<b>Direct reports</b>	Nil
<b>Role description date</b>	November 2024

### What you will do (key outcomes)

1. Plan, coordinate, and deliver a range of complex policy, project and change management functions which contribute to the implementation of OECD initiatives, which may include project management of individual programs of work.
2. Coordinate analysis and reporting which support and inform the provision of reports, information and recommendations to management.
3. Undertake the analysis of data to support supply planning and provision for 3- and 4-year-old preschool, including data profiling on in-scope datasets, and addressing data quality issues through identification, analysis and remediation for reporting against funding outcomes.
4. Prepare, contribute to, and monitor the delivery of timely, high-quality documentation, including policy development, management requested reports, briefings and correspondence, and ensure the accuracy of quality assurance and project activities.
5. Build and maintain positive working relationships with a range of internal and external stakeholders to support the delivery of program outcomes.
6. Manage procurement processes including preparing specifications, participating in evaluation panels, managing external suppliers and monitoring contract deliverables and reports.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

## The capabilities you will bring (key competencies)

- **Initiative:** 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.
- **Communication Skills:** Proven ability to select and 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.
- **Data Analytics:** Experience in coordinating and undertaking data analysis projects, including determining scope and methodologies, and applying high level research and analytical skills to identify and address issues to meet the needs of government and stakeholders.
- **Data Management:** Proven knowledge of best practice in data management and manipulation, qualitative and quantitative research design methods, including demonstrated ability in the application of knowledge such as proficiency in Microsoft Excel.
- **Adaptability:** Ability to identify and analyse complex problems and formulate and implement flexible and adaptable solutions in response to organisational and operational need.
- **Project Management:** Experience in using project management methodologies for effective design, implementation, documentation and reporting on project outcomes to meet defined timeframes and deadlines.
- **Policy Analysis:** Demonstrated experience in analysing and evaluating complex and sensitive policy issues and developing policy options under broad direction, including interacting with and managing processes of obtaining expert analysis from other agencies or from non-government providers.
- **Discipline Knowledge (desirable):** Detailed understanding of the Early Childhood education and care sector, including roles and responsibilities of government agencies and non-government stakeholders.
- **Work Health and Safety:** Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of equal opportunity and work health and safety legislation.

Who you will work with (key relationships)	Qualifications
<p><i>A broad range of managers, senior officers and staff across the team, group and OECD office.</i></p> <p><i>Government and Non- government agencies, staff and professional associations.</i></p>	<p><b>Essential:</b> NIL</p> <p><b>Desirable:</b> Project management, policy, program design or similar tertiary qualification.</p> <p>Experience in health, allied health, or the Early Childhood education and care sector is advantageous.</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>

<b>Assessed by:</b> Jen Brady, P&C Consultant		<b>Approved by:</b> Kim Little, Chief Executive	
<b>Date:</b> November 2024		<b>Date:</b> December 2024	