

Position Description

Policy and 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 Policy and Project Officer position sits within the Policy and Research team of the Curriculum Strategy and Planning directorate and works collaboratively as part of a team of briefing officers, engaging with staff across the Curriculum and Learning division, the department, and a range of stakeholders to provide centrally coordinated policy advice through the preparation of briefings and management of workflows that align with the objectives of the division and the department.

The Policy and Project Officer is responsible for the delivery of a range of high-level policy, projects and research, within broadly defined guidelines, that are designed to expedite and improve information flow from the Curriculum and Learning division to the Chief Executive and Minister.

The Officer provides high level policy writing and quality assurance services that are based on contemporary writing styles, and an extensive knowledge of government policies and operations. The Policy and Project Officer also develop and maintains effective networks with key stakeholders across Department for Education sites, relevant services and their personnel, as well as with a range of external agencies and organisations, in order to ensure the best quality outcomes.



Position title	Policy and Project Officer
Classification	ASO6
Division	Curriculum & Learning
Directorate	Curriculum Strategy & Planning
Location	Education Support Hub, 8 Milner St, Hindmarsh SA 5007
Reports to	Senior Manager, Policy & Research
Direct reports	Nil
Role description date	April 2026

What you will do (key outcomes)

1. Deliver a range of expert and high-level advice, support and guidance to stakeholders across the division, which supports the planning and delivery of effective and innovative changes to directorate processes and functions, including managing reviews and evaluations of current processes and functions in order to identify and analyse relevant risks, gaps and issues, and recommend improvements that meet directorate and departmental strategic objectives.
2. Manage and coordinate contracts and projects in accordance with the priorities of Curriculum and Learning Division.
3. Provide expert advice, support and consultation across the directorate Curriculum Development, Curriculum and Learning division and the department in relation to the complex research and preparation of policy, briefings and draft responses to correspondence, including ensuring that all documentation developed contains all relevant information and data, is in alignment with the relevant standards for content and format, and is consistent with departmental policy and established procedures and principles.
4. Manage, or contribute significantly to, the research, development and dissemination of a range of high-level policy, procedures, documents, reports and briefings in response to a broad range of complex and critical education or governance issues, emerging trends, policy directions, or senior level requests and queries.
5. Coordinate the research and development of a range of comprehensive briefings and reports detailing the outcomes of complex projects and research, in order to inform and facilitate appropriate decision-making processes within the directorate.
6. Develop and maintain key communication networks within the department, and across agencies, to ensure ongoing access to critical information sources, including providing a key contact point for the directorate, and networking closely with relevant stakeholders to ensure the conduct of effective consultation that supports directorate business goals and objectives.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Writing skills:** Proven ability to write in a clear and strategic manner and to edit written materials with attention to compositional detail, as well as coherence and tone.
- **Confidentiality and discretions:** Experience in providing high level policy support services within a

sensitive/political environment demanding confidentiality and discretion.

- **Communication and interpersonal skills:** Proven ability to select and apply effective communication and interpersonal skills in order to negotiate and liaise effectively at senior levels and to maintain positive working relationships with all levels of staff.
- **Policy Analysis:** Ability to analyse and evaluate complex and diverse information with due regard to consistency with policy, and the sensitivity and political imperatives of the subject matter.
- **Subject matter knowledge:** Knowledge of contemporary education issues, trends and policies.
- **Regulatory knowledge:** Knowledge of Department for Education policy, policy implementation strategies, and key governing frameworks that underpin operational and management practices, is desirable.
- **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>Direct working relationship:</p> <ul style="list-style-type: none"> • Director, Curriculum Strategy & Planning • Staff within the assigned directorate <p>Internal Working Relationships</p> <ul style="list-style-type: none"> • Administrative officers and other senior officers in Curriculum & Learning Division. • Key personnel in corporative office, particularly other Policy Officers and Personal Assistants to the Executive Directors and Chief Executive. <p>External Working Relationships</p> <ul style="list-style-type: none"> • Personnel in the Minister’s office, particularly the Office Manager, Correspondence Officers and Ministerial Liaison Officers. 	<p>Essential: Nil</p> <p>Desirable: A relevant tertiary qualification.</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 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: Valentina Lopez, People and Culture Advisor</p>		<p>Approved by: Christine Haynes, A/Director, Curriculum Strategy & Planning</p>	
<p>Date: April 2026</p>		<p>Date: April 2026</p>	