

Position Description

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:

							
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 will contribute to a range of project and policy functions to deliver range of initiatives to support the rollout of 3-year-old preschool.

The Policy and Project Officer is responsible for supporting reform and change across the Office for Early Childhood Development (OECD). The position plays a vital role in supporting and driving key deliverables through the provision of policy support and project coordination. This includes the undertaking of analysis, development, and preparation of high-level documents and providing advice and recommendations related to the design, implementation and evaluation of projects and programs.

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

Position title	Policy and Project Officer
Classification	ASO5
Division	Various
Directorate	Various
Location	Level2, 60 Flinders Street, Adelaide,
Reports to	Various
Direct reports	Nil
Role description date	November 2024

What you will do (key outcomes)


1. Plan, coordinate, and monitor a range of high-quality policy and project support functions through the coordination and preparation of project and policy documents, report, briefings with recommendations, and other materials to support decision-making.
2. Support the tracking and reporting of project deliverables to meet milestones and ensure the projects remain on time and within budget, through status reports, project dashboards, and executive summaries.
3. Provide research and support to committees and working groups as needed.
4. Build trusted relationships with internal and external stakeholders to maximise collaboration on key initiatives, demonstrating a strong commitment to service excellence in all interactions.
5. Deliver high-quality, proactive, and dependable service to customers, incorporating innovation and cooperation to meet needs effectively.
6. Coordinate procurement processes to ensure the delivery of various project and engagement deliverables.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Policy and Project Coordination:** Experience or demonstrated aptitude for coordinating and delivering policy and/or project activities including analyse issues, evaluate and apply information, make recommendations and identify solutions to support operations and corporate directions.
- **Stakeholder Engagement:** Proven ability to establish and build effective and collaborative relationships and networks across diverse stakeholders, including ability to consult, liaise, influence and coordinate others to achieve time critical project objectives.
- **Communication:** Proven ability to communicate clearly and concisely both verbally and in writing including the ability to prepare and present complex information in a clear, accurate and visually effective manner, across a range of formats such as reports, presentations, briefings, papers, ministerial responses.
- **Customer Service:** Experience in delivering quality customer services and advice provision to a broad range of internal and external clients to, including resolution of complex issues and identification of solutions to meet needs.
- **Task Management:** Proven ability to work under limited direction, either independently or as a member of a team, determine priorities, and set and meet deadlines. Ability to perform Executive Officer functions such as: preparing agendas or itineraries, taking minutes, coordination of briefing papers, keeping accurate and up-to-date records of meetings/correspondence, investigation and research support and disseminating information.

Who you will work with (key relationships)	Qualifications
<p>External:</p> <ul style="list-style-type: none"> • A broad range of managers, senior officers and staff across the team, group and OECD office. • Government and non-government agencies, staff and professional associations. 	<p>Internal:</p> <p>Essential: NIL</p> <p>Desirable: Project management, policy, program design or similar 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 need a current driver’s license and be willing to drive.</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: Jen Brady, P&C Consultant</p>		<p>Approved by: Kim Little, Chief Executive</p>	
<p>Date: November 2024</p>		<p>Date:</p>	