

Position Description

Implementation Partner, Early Childhood

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 developmental 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 Change and Local Partnerships directorate comprises a statewide network of Local Teams guiding the implementation of early childhood reforms across the state, including the roll-out of universal 3-year-old preschool. The network is made up of 8 Local Teams dedicated to regions across South Australia.

The Local Teams provide advice and support to the early childhood sector, including local service providers, community groups and representatives and government agencies, to guide implementation and embedment of the roll-out of universal 3-year-old preschool and other changes to the early childhood system.

The Implementation Partner, Early Childhood, will take the lead in guiding and supporting early childhood and care services (services) to develop and implement annual plans to access and deliver supports which improve the enrolment and attendance of children across South Australia and learning outcomes and help to meet their

developmental needs, and will support services to remove barriers to engagement and participation for children and their families in preschool.

The Implementation Partner, Early Childhood, will actively develop positive working relations with, and influence key stakeholders across the sector and within the OECD to inform decisions, and build systematic connections to support integration, access and effective resource allocation.

Reporting to the Regional Manager, Early Childhood Partnerships, this role requires highly developed problem solving, planning and project management skills, using data to identify and reflect local challenges, opportunities and to develop innovative solutions.

Position title	Implementation Partner, Early Childhood
Classification	AS06
Division	Change and Engagement
Directorate	Change and Local Partnerships
Location	Based with Local Team (regional and metropolitan sites)
Reports to	Regional Manager, Early Childhood Partnerships
Direct reports	Nil
Role description date	March 2025

What you will do (key outcomes)

1. Support partnership arrangements with early childhood services across the region, fostering collaborative networks and relationships to support implementation and uptake of key OECD programs and approaches by the sector and ensure reform initiatives are of high quality.
2. Work with services to formulate, develop and implement high-quality, evidence-based plans which enable access to, and delivery of evidence informed supports to drive outcomes for children, families and communities.
3. Support services to understand, interpret, and leverage relevant data, including from the Australian Early Development Census (AEDC), evidence, and engagement across the early childhood sector, including community, to inform local planning, expected outcomes and development of strategies to increase access to supports.
4. Actively engage with community and participate in communication and stakeholder collaboration activities to promote awareness of sector supports and to understand local needs, strengths and opportunities, guiding a strength-based approach to local level planning and delivery of outcomes.
5. Foster strong working relationships with early childhood and related services, cross-government and other relevant stakeholders to promote, build and strengthen sector supports and referral pathways, negotiate and influence local solutions, resources and systems and leverage supplier and stakeholder partnerships and capacity.
6. Work collaboratively with and provide advice to Executives and colleagues across the OECD, including the production of documents, reports, briefings, recommendations, and correspondence to influence and guide decision-making processes which support policy development and transformation into operational planning and local solutions.



7. Implement effective processes and systems to support services in the delivery of annual plans and associated partnership activities and obligations, effective project management, and tracking of key milestones, responses and records to support effective project controls, risk management, and monitoring and reporting of outcomes.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Interpersonal and communication skills:** High-level interpersonal, written, and verbal communication skills and proven ability to communicate effectively to a wide range of audiences on complex and sensitive issues. The ability to work cooperatively in a team environment and develop and deliver clear and appropriate information, documents, and presentations and to articulate and present complex concepts clearly and concisely.
- **Planning and project management:** Demonstrated ability to coordinate and deliver complex plans and projects that require the use of high-level research, analytical skills, and application of appropriate project management methodologies for effective project design implementation, documentation and reporting on outcomes.
- **Conceptual and analytical thinking:** Demonstrated experience in identifying, collecting, and analysing intelligence from multiple data sources to create impactful reports and documents, inform planning, reporting, and decision making. Ability to transform knowledge into evidence-based decision making and innovative solutions.
- **Flexibility and responsiveness:** Demonstrated experience in managing and proactively addressing complex issues in an environment of change, with the ability to analyse and provide practical and timely solutions while considering diverse perspectives and priorities and negotiating outcomes effectively.
- **Stakeholder engagement and capacity:** Demonstrated ability to develop and maintain productive working relationships and collaborative partnerships and deploy effective engagement strategies and solutions to enhance sector ability, knowledge, and resources.
- **Autonomy and judgement:** Demonstrated ability to work under limited direction and exercise original thinking, creativity and independent judgement and delegated authority to support planning and projects, manage complex workloads and set priorities to meet defined project deadlines often in a context of competing priorities and expectations.
- **Early childhood knowledge (Desirable):** Detailed understanding of the early childhood education sector, including roles and responsibilities of government agencies and non-government stakeholders, early years pedagogy and data sources, such as Australian Early Development Census (AEDC) data.

Who you will work with (key relationships)	Qualifications
<p>Internal:</p> <ul style="list-style-type: none"> • Director, Change & Engagement Assistant Director, Change and Local Partnerships • Local Teams, Change and Local Partnerships • Funding, Operations and Evidence Directorate • Participation, Integration and Inclusion Directorate <p>External:</p> <ul style="list-style-type: none"> • Key partners and stakeholders in the community • Early childhood education and care sector organisations, including government and non – government organisations 	<p>Essential: Nil</p> <p>Desirable: Bachelor or diploma in childhood education/or tertiary qualification in community development, social work, or allied health. An appropriate project management qualification.</p>

Corporate responsibilities	Special conditions
<p>Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace everyone Maintain a commitment to Work Health and Safety legislative requirements</p>	<p>You will need a current driver’s license and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check. You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training 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: April 2025</p>		<p>Date: April 2025</p>	