

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Project Officer

Division: Water and River Murray Division

Classification Level: ASO5

Branch/Unit: Water Licensing

CHRIS Position Number: Various

Reports to (Title): Team Leader

About the Agency – [Department for Environment and Water](#)

About the Role

The Project Officer is responsible for project management and providing policy advice on relevant matters within the Branch. The position contributes to the development and implementation of agency objectives, programs and projects.

Key Role Outcomes

- Projects are managed, implemented and delivered in a timely manner.
- Departmental input is provided for the preparation of water allocation plans.
- The planning and implementation of water licensing compliance activities are undertaken in line with legislative and Departmental requirements.
- Policy and legislative advice is provided to the Chief Executive, the Minister, Regional Landscape South Australia boards and other parts of the agency in relation to water resource management.
- Processes relating to the management of water, in particular, regulatory management of water resources and water allocation planning are developed, implemented and reviewed.
- Internal and external networks are developed and maintained.
- Contribute to the achievement of organisational objectives.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Experience in project management.
- Experience in data management (e.g. importing, exporting, manipulating, validating and troubleshooting datasets including the use of relational databases).
- Experience in developing and achieving effective communication with industry groups, the community and other key stakeholders.
- Experience in interpreting and applying legislation and policy relevant to water resources management.
- Knowledge of water resources management or a related discipline.
- Understanding of the political environment related to Water Allocation issues.
- Experience in providing policy and legislative advice.

- Experience in critically analysing information for relevance, reliability, consistency, political implications and usefulness.
- Experience in liaising and negotiating with a broad range of stakeholders.

Key Relationships/Interactions

- Works closely with relevant team members to deliver project outcomes.
- Liaises with senior managers within the agency and officers of the Minister’s and Chief Executive’s offices, other Government agencies, Regional Landscape South Australia boards, and other key stakeholders.
- Maintains close-working relationships with relevant internal and external entities.

Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Thinking and Acting Strategically • Leading and Influencing Change 	<ul style="list-style-type: none"> • Raises potential options for consideration arising from research analysis. • Can identify and articulate potential issues and implications. • Communicates change positively and with commitment. • Is comfortable in integrating changes within own area of responsibility.
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Making Decisions 	<ul style="list-style-type: none"> • Develops and communicates clear and realistic goals / expected outcomes for projects and tasks. • Works with key stakeholders to problem solve over coming challenges and facilitate the achievement of outcomes. • Ensures decisions taken abide by relevant legislation, regulations and policies. • Looks at information available and analyses key risks and benefits before making a decision.
Drives Business Excellence	<ul style="list-style-type: none"> • Promoting Customer Service 	<ul style="list-style-type: none"> • Takes considerable effort to understand and respond to the requirements of diverse customers. • Works effectively at the front line with a diverse customer base, including Aboriginal communities

Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Using Political Savvy • Establishing and Maintaining Networks 	<ul style="list-style-type: none"> • Identifies political issues when they arise. • Demonstrates understanding of the broader organisational structure in making decisions and knows when to raise a sensitive issue with their manager. • Works well with others and is effective in collaborating with colleagues across the Agency. • Builds trust in relationships through maintaining confidentiality and 'following through.'
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Modelling Public Sector Values 	<ul style="list-style-type: none"> • Displays commitment to the values of the Public Sector and the Code of Ethics. • Sets an example to others by role modelling professional and ethical behaviour.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

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