

Role Description

(Non-Manager)



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

Role Title: Project Officer

Division: Corporate, Heritage and Climate Action

Classification Level: ASO4

Branch/Unit: Communication and Engagement

CHRIS Position Number: P54749

Reports to (Title): Manager, First Nations Partnerships and Reconciliation

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

About the Role

The Project Officer supports the delivery of Reconciliation projects and initiatives aligned to the DEW Reconciliation Action Plan. This role provides coordination, project, policy and administrative support across a range of First Nations related projects. This includes research and data analysis, formulating options and recommendations, supporting stakeholder consultation and engagement; providing advice and support on Reconciliation initiatives; managing monitoring and reporting processes; and contributing to the development and review of policies, procedures and processes.

This role also provides administrative support, including for the Chair of the Reconciliation sub-committee of executives by preparing and maintaining meeting documents including minutes and background papers; coordinating reporting processes; preparing and collating information for reports; arranging meetings. The Project Officer works both independently and collaboratively with team members and stakeholders.

Key Role Outcomes

- Projects and activities are delivered within defined scope, in a timely manner and meet set objectives.
- Managers and staff receive sound advice that addresses their issues and concerns.
- Evidence based and practical options and/or solutions are presented in an effective manner and reflect legislation, policies and guidelines.
- A positive contribution towards the achievement of Departmental organisational development targets and priorities, and effective reporting against those measures.
- The Reconciliation Sub-committee of Executives is supported to conduct its business effectively and efficiently.
- Effective working relationships are established with stakeholders, managers, staff and external providers.

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.
- Sound understanding of change management principles and practice.
- Demonstrates a fundamental and current understanding of Aboriginal partnerships and Reconciliation initiatives.
- Has in depth current knowledge and grasp of all relevant aspects of working with Aboriginal people.

- Proven communication skills, both verbally and in writing, that ensure clear messaging in a professional manner.
- Demonstrated customer service focus that involves proactive collaboration with key stakeholders and a positive experience for the business.
- Proficiency with MS Office products and systems.
- Proven ability to introduce own ideas to overcome problems and is able to build on the ideas of others.
- Proven ability to prioritise workloads and allocate time appropriately.

Desirable Criteria

- Experience working with Aboriginal Communities.
- Tertiary qualification in Natural Resource Management, Aboriginal Affairs or related area is desirable.

Key Relationships/Interactions

- Works collaboratively with the Human Resources Team and Corporate Services staff
- Works collaboratively with DEW executives, managers and staff.
- Business Managers
- Other Government departments
- Reconciliation Australia

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 candidate will be required to provide a valid Nationally Coordinated Criminal History Check (NCCHC), which is required to be renewed every three years. DEW will cover the cost of renewal.
- 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"> • Creating vision and direction • Thinking and Acting Strategically • Leading and influencing change 	<ul style="list-style-type: none"> • Maintains a strong sense of the Agency's direction and shows evidence of communicating this to colleagues and clients. • 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 	<ul style="list-style-type: none"> • Works with key stakeholders to problem solve over coming challenges

	<ul style="list-style-type: none"> • Assuming accountability • Making decisions 	<p>and facilitate the achievement of outcomes.</p> <ul style="list-style-type: none"> • Shows initiative in moving projects forward and dealing with potential problems. • Ensures decisions taken abide by relevant legislation, regulations and policies. • Knows when to seek further information, clarify issues or involve others in the decision making process.
Drives Business Excellence	<ul style="list-style-type: none"> • Optimising performance • Facilitating quality and continuous improvement 	<ul style="list-style-type: none"> • Works collaboratively with team members to achieve team and individual goals. • Monitors and questions the effectiveness of existing practices within the team. Keeps abreast of developments within the directorate/Agency.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Influencing and negotiating • Using political savvy • Establishing and maintaining networks 	<ul style="list-style-type: none"> • Effectively gains buy-in across a range of levels internally – upwards, sideways and downwards – and achieve positive outcomes. • Builds a strong network of influential contacts across the Agency that is used as a source of information and advice. • Works well with others and is effective in collaborating with colleagues across the Agency. • Respectfully interacts with people from diverse backgrounds, including Aboriginal communities.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Integrates diversity in the workplace 	<ul style="list-style-type: none"> • Is flexible and responsive to the diverse perspectives in a group or of an individual.

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 and act in accordance with the Child Safe Environment Policy and Procedure at all times.

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