

Position Description

Implementation Officer, 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 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 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 Officer, Early Childhood, will take the lead in coordinating the partnership arrangements between the Office of Early Childhood Development and early childhood education and care services to support the roll out of universal 3-year-old preschool, ensuring effective working relations and monitoring, and reporting of partnership requirements.

Reporting to the Regional Manager, Early Childhood Partnerships, this role requires problem solving, planning and project management skills.

Position title	Implementation Officer, Early Childhood
Classification	AS05
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. Provide advice and guidance to early childhood education and care services on the partnership obligations, including funding and policy conditions, data collection and reporting requirements, and translation of these into operational plans and deliverables to support implementation and embedment of universal 3-year-old preschool.
2. Implement effective processes and systems for coordination, management and monitoring of partnership arrangements to facilitate compliance, tracking of key milestones, responses and records to support effective controls, and reporting of outcomes.
3. Work collaboratively with and provide advice to team members, and broader OECD to support policy development, operational planning and partnership improvements, and prepare and contribute to a range of documents, reports, briefings, recommendations, and correspondence to influence and guide decision-making processes.
4. Facilitate collaboration and productive partnership arrangements through a high standard of customer service and regular meetings and forums with service providers and stakeholders, including developing agendas, minutes and overseeing the delivery of meeting outcomes.
5. Participate in communication and stakeholder engagement activities to identify and evaluate issues and obtain feedback and effectively manage stakeholder expectations and requirements to support partnership development and implementation of the early childhood reforms across the region.
6. Collect, validate, analyse, and report key data and insights to support and enhance partnership arrangements, and coordinate periodic reviews and assessments to monitor and evaluate partnership effectiveness and guide service planning and delivery.

7. Stay up to date with emerging trends, research and best practices to identify innovative approaches and opportunities.
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**: Strong written and verbal communication skills and proven ability to communicate effectively and provide sound advice and support to early childhood services and other stakeholders. 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 information clearly and concisely.
- **Project coordination and partnership management**: Demonstrated experience in planning, coordinating, and delivering projects and plans, using effective methodologies and techniques for design, implementation, monitoring and reporting.
- **Stakeholder engagement and collaboration**: Proven ability to develop and maintain collaborative and productive working relationships with a diverse range of internal and external stakeholders. Evidence of working proactively to address and resolve problems in a positive and constructive manner.
- **Planning and organisation skills**: Strong organisational and administrative skills demonstrated through effective planning, prioritising, and managing work to meet deadlines under pressure. Proven information technology skills in a range of programs, including the Microsoft Office suite, and capacity to learn new systems/programs effectively and efficiently.
- **Data and analytical skills**: Demonstrated experience in collecting, validating, and interpreting intelligence and multiple data sources and ability to leverage data insights to create impactful reports and documents to inform planning, reporting, and decision making.
- **Autonomy and judgement**: Ability to work under limited direction, either independently or as part of a team to support projects, identify performance outcomes, select methods and techniques based on sound judgement, plan and manage complex workloads and set priorities to meet defined project deadlines often in a context of competing priorities and expectations.
- **Problem solving**: Ability to use initiative and creative thinking to analyse information, evaluate and formulate solutions and provide a culture of continuous improvement.
- **Specialist skills/knowledge (desirable)**: Experience in contract management and monitoring, identifying, and reporting on business process issues and priorities, and influencing and negotiating appropriate strategies and procedures. Understanding of the early childhood education sector and early years pedagogy and data sources.

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 <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: A relevant qualification in contract management, project management, or relevant discipline.</p>
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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 will need a current driver’s license and be willing to drive</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>

Assessed by: Jen Brady, P&C Consultant		Approved by: Kim Little, Chief Executive	
Date: April 2025		Date: April 2025	