

# Role Description



<b>Role title:</b>	<b>Classification:</b>
Senior Project Officer	ASO6
<b>Division/Business unit:</b>	<b>Reports to:</b>
Women's Equality and Domestic, Family and Sexual Violence (DFSV) System Reform / DFSV System Reform	Clinical Lead, DFSV System Reform

## Role purpose:

The Senior Project Officer is a role within the Women's Equality and DFSV System Reform and is accountable to the Clinical Lead, DFSV System Reform, for:

- Supporting the implementation of initiatives related to DFSV Royal Commission recommendations and monitoring the progress of system elements, including integrated responses to people using violence, adult victim-survivors and children and young people.
- Establishing and maintaining comprehensive and effective systems, processes and communication strategies to support continuous improvement in DFSV System Reform practices.
- Supporting policy and program design and service delivery across the portfolio, ensuring reforms are trauma informed, inclusive, and responsive to the needs of children and young people.
- Providing high level project/policy advice and stakeholder engagement support on a broad range of issues that affect the status of women, including legislative reform.

## Key outcomes and accountabilities:

1. Provide project management and support services, including the preparation of reports and briefs, coordination of resources, maintenance of project documentation and implementation and monitoring of project plans, to ensure project outcomes are achieved on time and within budget to quality standards.
2. Prepare and maintain project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and to contribute to the achievement of project outcomes.
3. Collaborate with key stakeholders, including lived experience networks, and coordinate working groups, committees and consultations (government and non-government DFSV Sector) to co-design culturally safe, trauma informed and person-centred service pathways.
4. Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.
5. Undertake DFSV sector mapping and analysis, identifying trends and preparing project briefs, to support informed decision-making and planning.
6. Contribute towards DFSV System Reform related procurement processes, including providing feedback and timely and accurate advice on contract issues as required.
7. Support the development of a clinical intervention team through providing guidance and support to staff and contributing to recruitment and induction processes as required.

*Note:* Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

**Special conditions:**

- Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.
- Successful applicant will be required to hold a Department of Human Services (DHS) Working with Children Check (WWCC) prior to being employed and maintain a DHS WWCC during employment.
- Some out of hours work and intrastate travel may be required.
- Must hold a current Australian issued Driver's Licence (equivalent to minimum class 'C' – South Australian), which must be maintained. Incumbent must be willing and able to drive all government vehicles within their licence classification during the course of their duties.

**Key Relationships/Interactions:**

- Clinical Lead, DFSV System Reform (line manager)
- General Manager, DFSV System Reform
- Women's Equality and DFSV System Reform division
- Children and young people and adults with lived experience
- DHS Executive Staff, Directors and Senior Managers
- Other Government and non-government agencies
- Interagency governance and reform committees

**Budget/Delegations:**

No budget or delegation accountabilities for this role.

**DHS expectations and values: (Organisational contribution)**

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct.
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Treat all individuals with fairness and respect, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- Promote and maintain inclusive workplaces that embrace diversity and actively support difference.
- Demonstrate zero tolerance for discrimination, harassment, or disrespectful behaviour towards or by clients, colleagues, contractors, or stakeholders.

**Role specific capabilities: (Skills, experience, knowledge, attributes)**

1. **DFSV Sector Knowledge** – Extensive knowledge and understanding of the effects of DFSV upon the safety and wellbeing of children, young people and adult victim-survivors as well as extensive knowledge about the behaviours of and systemic responses to people using violence, and relevant legislation including *Intervention Orders (Prevention of Abuse) Act 2009* and *Children and Young People (Safety) Act 2017*.

2. **Project or Program Coordination Experience** – Demonstrated experience in documenting, coordinating and reporting on projects in accordance with timelines and budget.
3. **Relationships and Partnerships** – Ability to develop and maintain productive working relationships with all levels of Government, agencies, client and community groups, and develop and lead partnering initiatives and involve clients and stakeholders in local initiatives.
4. **Task Management** – Ability to determine and manage complex, competing priorities and develop effective resolutions both individually and through working with others.
5. **Written proficiency** – Extensive experience in presenting complex issues and findings in writing, such as reports, recommendations and briefing notes.
6. **Communication and Influence** - Exceptional written and verbal communication skills to prepare high-level briefings, ministerial correspondence, and strategic advice that influence decision-making and public discourse.

#### Qualifications:

##### Desirable:

- An appropriate tertiary qualification in Social Sciences or a related field or a Diploma in Project Management, or
- Equivalent level of expertise gained from a combination of experience, training or professional accreditation.

**Key leadership competencies and expected behaviours at this classification:**

**Supports and implements strategic direction**

- Understands the big picture and contributes to the development of strategic direction for the BU.
- Assumes ownership of team goals and business objectives.
- Works with a whole-of-government mindset and aligns objectives with organisational priorities.
- Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty.
- Identifies and analyses complex problems relating to the team’s work objectives.

**Achieves and monitors own results**

- Delivers results and improvements to meet team objectives.
- Evaluates existing systems and resources, and identifies opportunities for development and improvement.
- Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations.
- Abides by the laws, regulations and policies determining team and individual role activities.
- Holds self and others accountable for reaching team outcomes, and escalates issues where necessary.
- Monitors team/project performance and seeks feedback to guide improvements.
- Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.

**Enhances service delivery excellence**

- Adds value to the BU by setting, reaching and encouraging high performance standards.
- Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business.
- Provides others with ongoing feedback and coaching for development.
- Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards.
- Embeds a strong customer service ethos by understanding needs.
- Effectively manages resources to meet competing and complex demands.



**Cultivates productive working relationships**

- Seeks to understand the perspectives of others and the implication in the wider public sector.
- Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon.
- Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds.
- Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes.
- Engages in strategic relationships with internal and external stakeholders.
- Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly.

**Exhibits personal drive and professionalism**

- Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes.
- Adapts effectively to changing priorities and work demands, responding in a controlled manner.
- Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others.
- Promotes a culture that values respect and diversity within the team, and models this in all interactions.
- Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

**Approval:**

<b>Assessed by:</b> Claudia Dalle-Nogare, HR Business Partner		Date: 21/04/2026
<b>Approved by:</b> Kerry Beck, Executive Director, Women and Domestic, Family and Sexual Violence		Date: 14/04/2026