

# Position Description

## Graduate Funding Officer

### Why work with us

Every child and young person deserve a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

### Our values

We are part of the South Australian public sector and share the values of:

|                                                                                    |                                                                                    |                                                                                    |                                                                                    |                                                                                    |                                                                                      |                                                                                      |                                                                                          |
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| <b>SERVICE</b>                                                                     | <b>PROFESSIONALISM</b>                                                             | <b>TRUST</b>                                                                       | <b>RESPECT</b>                                                                     | <b>COLLABORATION &amp; ENGAGEMENT</b>                                              | <b>HONESTY &amp; INTEGRITY</b>                                                       | <b>COURAGE &amp; TENACITY</b>                                                        | <b>SUSTAINABILITY</b>                                                                    |
| 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 Graduate Funding Officer is responsible to the Manager, Funding assisting in the delivery of a range of complex and specialist financial assessment and review services, which support the strategic directions of the Department. This includes:

- Contributing to the development, implementation and maintenance of the Student-Centred Funding Model (SCFM) and associated policies for schools and preschools across the state that follows best practice resource allocation principles.
- Contributing to complex and large-scale resource allocation projects by providing resource allocation technical consultancy services and financial advice that extends across directorates / agencies.
- Contributing to the development, implementation and maintenance of the strategic direction, funding policy and planning principles in relation to the Department's allocation of resources and the production of outputs.



- Providing financial advice and costing analysis that supports the Government's position and promotes timely negotiation of updates to Enterprise Agreements.

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| <b>Position title</b>        | Graduate Funding Officer                                                                                 |
| <b>Classification</b>        | ASO4                                                                                                     |
| <b>Division</b>              | Office of the Chief Operating Officer                                                                    |
| <b>Directorate</b>           | Funding Directorate                                                                                      |
| <b>Location</b>              | 31 Flinders Street, Adelaide, with flexible working arrangements available ( <i>amend as necessary</i> ) |
| <b>Reports to</b>            | Manager Funding                                                                                          |
| <b>Direct reports</b>        | Nil                                                                                                      |
| <b>Role description date</b> | February 2026                                                                                            |

## What you will do (key outcomes)

1. Support the implementation of innovative funding reforms, to increase revenue, reduce expenditure, and improve accountability, effectiveness and efficiency for schools.
2. Assist in development of complex financial models, guidelines and associated tools and systems to support risk mitigation and improved targeting of resources to best improve outcomes for children and young people.
3. Support the delivery of high level financial and cost/benefit analyses and associated plans, processes, tools, systems, reports and recommendations, to influence and ensure the continual improvement of the overall efficacy of DfE programs, services and financial performance. This includes that in support of Enterprise Agreement negotiations.
4. Contribute expertise and technical advice to the design, planning and implementation of complex financial projects, that may involve stakeholders from across Commonwealth and State governments, including ensuring effective documentation, reports and records of project progress, milestones and outcomes.
5. Build and sustain positive working relationships with a range of key stakeholders across the division and the department, to support and inform the needs of the directorate.
6. Apply sound knowledge of contemporary policy issues in educational finance in addition to technical competencies in financial modelling, cost effectiveness analysis and policy development.
7. Contribute to the effective organisation, operation and delivery of the Directorate's programs, strategies and objectives, which ensure that efficient work practices are maintained and upheld across the team.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

## The capabilities you will bring (key competencies)

- **Financial Knowledge:** Demonstrated knowledge in economic / financial research, modelling and analysis methods, their application and relative merits and the application of other relevant qualitative and quantitative methods and procedures.

- **Financial Analysis:** Experience in working in a financial management and analysis field, conducting complex data analysis, interpreting financial trends to troubleshoot technical problems, preparing financial, statistical and mathematical modelling, and providing high level strategic and innovative financial policy advice on complex financial and funding issues.
- **Complex Tasks:** Experience in undertaking large-scale, complex projects, including effective methodologies to plan, schedule, coordinate, monitor and evaluate projects, as well as applying lateral thinking to review business processes and develop technology-based solutions.
- **Solution Focus:** Demonstrated experience in using complex spreadsheet-based models and computer-based systems to gather and interpret data and develop appropriate policy options and recommendations.
- **Relationships and Partnerships:** Highly organised and self-motivated with an ability to work cooperatively under limited direction, in environments of significant pressure, while demonstrating confidentiality, tact, diplomacy and discretion in relation to complex policy issues and sensitive matters, and when dealing with difficult customers/stakeholders.
- **Written Communication:** Excellent writing, editing and proof-reading skills, including the ability to write and structure high quality research reports, succinct submissions and policy documents in a clear, concise, grammatically correct, user-friendly manner and an ability to disseminate significant amounts of data and information with exceptional accuracy.
- **Resource Allocation Conceptual Knowledge:** An understanding of resource allocation principles, ideally as they related within the education sector.

| Who you will work with (key relationships)                                                                                                                                                                                                                                                                                                                                                                                     | Qualifications                                                                                                                                       |
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| <ul style="list-style-type: none"> <li>• Manager, Funding</li> <li>• Manager School and Preschool Funding</li> <li>• Director, Funding</li> <li>• Chief Operating Officer</li> <li>• Funding Directorate staff</li> <li>• A range of staff across all relevant DfE business units and sites</li> <li>• State and Commonwealth departments with related financial responsibilities</li> <li>• SA school sector staff</li> </ul> | <p><b>Essential:</b> Tertiary qualification in accounting, economics or related financial/business management field</p> <p><b>Desirable:</b> Nil</p> |

| Corporate responsibilities                                                                                                                                                                                                                                                             | Special conditions                                                                                                                                                                                                                               |
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| <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 may 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> |

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|  | <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> |
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| <p><b>Assessed by:</b><br/>Tazeen Adnan<br/>P&amp;C Consultant</p> |  | <p><b>Approved by:</b><br/>Alberto Logozzo<br/>Director Funding</p> |  |
| <p><b>Date:</b> February 2026</p>                                  |                                                                                   | <p><b>Date:</b> February 2026</p>                                   |                                                                                     |

