



Role Statement

Position title: Project Officer

Position no: x

Classification: ASO5

Review date: May 2026

Directorate: Land Administration

Office of the Surveyor General

Business unit: Land Tenure

About us

Our department's primary objective is the delivery of homes and housing options for South Australians. In response to the national housing crisis, we are committed to accelerating the build of a diverse range of housing options. We strive to find solutions to the urgent demand for housing security.

Our mission focuses on coordinating various portfolios related to housing, housing infrastructure, urban development, and planning. By ensuring sound decisions and efficient management, we strive to create sustainable, well-planned communities offering safe and affordable housing options.

Join us in our endeavour to address one of the most pressing challenges of our time and make a tangible difference in the lives of our community.

OUR VALUES: Professionalism | Service | Respect | Courage and Tenacity | Collaboration and engagement | Trust | Sustainability | Honesty and Integrity |

About this role

The Project Officer is responsible for the provision of project oversight functions that facilitates the planning and delivery of projects for the Office of the Surveyor General and the broader Land Administration Division. The role collaborates across DHUD, third party providers and other agencies, including the Department for Infrastructure and Transport and the Department for Environment & Water to ensure wider project objectives are adequately coordinated and ideas & developments that have potential interest or impact to the State are presented.

The role requires strong attention to detail and will be responsible for developing and maintaining processes and procedures. The role will also have a strong focus on continuous improvement and reporting.

The Project Officer is also responsible for ensuring reporting and effective processes are in place for liaison between DHUD, third party providers as well as other government departments.

Who will you work with

The Project Officer reports to the Manager Land Tenure.

The role is required to:

- Work closely with service providers to implement and report on projects
- Work collaboratively with the Land Tenure team, service providers, councils, Land Services SA, government agencies and other stakeholders to improve business processes
- Liaise with and provide expert advice and information to staff across the department, other government agencies and service providers
- Undertake Project Officer functions across Land Administration

Conditions

- Some out-of-hour work may be required.
- Required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- Compliance with Government legislation, Code of Ethics for the SA Public Sector, Departmental policies and procedures, including information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Required to obtain a National Police Check prior to employment. A renewal will be required every 3 years.

What you will do

Key responsibilities	Specified duties	Performance indicator/measurement
Research and Project Support	Provide project management activities which support the delivery of team objectives, including the preparation and delivery of project reporting Undertake research and analysis to provide advice, information and correspondence that supports the delivery of assigned programs, projects, systems, policies and services Ensure that the appropriate filing is undertaken, ensuring confidentiality and efficient recall processes Monitor, review and implement administrative systems to ensure efficient support of divisional operations. Liaise with internal and external stakeholders to support processes associated with the delivery and/or administration of assigned programs, projects, systems and services Contribute to a high standard of customer service for internal and external clients and quality management and risk.	Identifies areas for system/process improvement Work output standards are accurate, thorough and consistently high quality Responsive and accountable completion of all work tasks Work methods are efficient and resourceful and professional Time, energy and resources appropriately utilised to minimise waste
Compliance	Responsible and accountable for adhering to the WHS Act & Regulations 2012, Equal Opportunity Act 1984, PS Act 2009, the Code of Ethics for Public Sector employees,	Active participation and contribution in responsible and safe work practices.

Drive Culture

the principles of diversity and the departments policies and procedures

Keeps accurate and complete records and business activities in accordance with the department's record keeping procedures

Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace

Embracing and encourage diversity and cultural differences in the workplace

Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department.

Documents and correspondence filed according to State Records Act 1997

Pro-active measures are undertaken to adhere to and prevent injuries

Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented.

Individual differences are encouraged and accommodated in the workplace

The capabilities you will bring

Technical expertise

- Knowledge of government policy development, decision-making, management, and accountability of systems and processes relating to project activities.
- Knowledge of communication needs of different audiences and experience in writing clear and pertinent reports and correspondence that is tactful, well expressed, accurate and that achieves the intended objective.
- Proven working knowledge of best practice project management processes and tasks.
- Proven working knowledge and understanding of the Office of the Surveyor-General business functions, particularly Rural and urban addressing standards (desirable)
- Working knowledge of computer concepts & use of applications within a Microsoft Windows / MS Office environment, specifically the use of spreadsheets and databases. Analytic ability using spreadsheets and databases.

Personal abilities

- Demonstrated ability to communicate clearly, concisely, and effectively both verbally and in writing with people at all levels including proven ability to consult, liaise and influence, and negotiate and manage conflict with tact and diplomacy.
- Ability to establish sound and effective working relationships across a wide range of government agencies and external organisations, including maintain formal and informal networks with all personnel and exercise astuteness and confidentiality in a sensitive/political environment.
- Demonstrated ability to work under limited direction, independently and within a team, exercise flexibility, judgement, initiative, and motivation to learn new skills in a complex and changing environment.

Experience

- Experience in providing accurate administration functions including managing confidential records and data.
- Experience at coordinating large workloads and working under pressure whilst consistently producing outcomes of high quality.
- Experience in using databases and ICT applications to manage programs or projects

- Demonstrated experience in coordinating projects related to complex and high-profile policy and programs that involve complex consultation and negotiation with stakeholders.
- Demonstrated experience using Esri ArcMap or ArcGIS Pro software (desirable)