

Role Description

(Non-Manager)



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

Role Title: Project Officer, Coorong Lower Lakes Murray Mouth

Division: Water and River Murray

Classification Level: ASO5

Branch/Unit: Water Infrastructure and Operations / Environmental Water

CHRIS Position Number: M21685

Reports to (Title): Program Leader, Coorong Lower Lakes Murray Mouth

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

About the Role

The Project Officer is responsible for contributing to implementation of the Lower Lakes, Coorong and Murray Mouth Icon Site Environmental Water Management Plan and providing project management support to key projects within the Environmental Water team. The Project Officer is responsible for developing communication materials/activities, supporting engagement activities with various stakeholder and community groups, providing assistance to manage contracts and grant agreements and supporting the broader initiatives of environmental water delivery within the Murray-Darling Basin.

Key Role Outcomes

- Develop appropriate communication, reporting and procurement materials in line with the outcomes of the Lower Lakes, Coorong and Murray Mouth Icon Site.
- Undertake project management and planning to support effective delivery of key projects within the Environmental Water team.
- Initiate and foster partnerships and consultation mechanisms with key stakeholders.
- Provide support in the development of environmental water planning and delivery activities.
- Provide executive support at stakeholder group meetings coordinated by the Environmental Water team.
- Support development and implementation of the Lower Lakes, Coorong and Murray Mouth Icon Site Environmental Water Management Plan and any relevant supporting plans/documentation.
- Effectively communicates project outcomes to the Minister, the Agency and a range of stakeholders.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Identifies relevant data, is able to appropriately contextualise the data, and draws sound conclusions.
- Demonstrates a fundamental and current understanding of freshwater or estuarine ecology in relation to the River Murray.
- Demonstrated ability to digest information from diverse sources, identify key issues and assess broad impacts on the organisation and/or relevant situation.

- Is thorough in checking work to ensure correct spelling and written communication that is aligned with the expected standards and protocols of the organisation.
- Demonstrated ability to relate confidently to people at all levels in an organisation and work with networks to get things done.

Desirable Criteria

- An appropriate degree/qualification in natural resource management, science, engineering or equivalent is highly desirable.
- Experience working with Aboriginal Communities.

Key Relationships/Interactions

- Liaises with community groups, scientists and First Nations.
- Maintains close working relationships with other staff of the Water Infrastructure and Operations Branch and Agency.

Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies.
- 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.
- 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	• Motivating Others • Leading and Influencing Change	• Uses own drive to foster energy and a sense of achievement. • Is comfortable in integrating changes within own area of responsibility.
Achieves Results	• Assuming Accountability • Making Decisions	• Willingly accepts responsibility for own work. • Knows when to seek further information, clarify issues or involve others in the decision-making process.
Drives Business Excellence	• Optimising Performance • Facilitating Quality and Continuous Improvement	• Works collaboratively with team members to achieve team and individual goals. • Keeps abreast of developments within the directorate/Agency.
Forges Relationships and Engages Others	• Establishing and Maintaining Networks	• Respectfully interacts with people from diverse backgrounds, including Aboriginal communities • Shows tolerance and consideration for others by accepting diverse opinions and approaches non-judgementally

Exemplifies Personal Drive and Professionalism	• Displaying Flexibility and Resilience	• Adapts to new situations while maintaining achievement of outcomes • Quickly regains focus in the face of unexpected setbacks.
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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 always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Date Delegate approved original classification:	28/03/2022	Original Class method:	Full
Updated:	RD Update only	Date this version approved by delegate:	30/06/2026