

Position Description

Program Manager, Preschool Boost and Inclusion

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 Program Manager, Preschool Boost and Inclusion will lead the design, planning and strategic development and implementation of significant reform activities to coordinate the successful delivery of complex and high-profile programs to achieve critical priorities related to the implementation of early childhood reforms.

This role provides strategic and tactical oversight of the Preschool Boost team, including its direction, governance and performance expectations, ensuring activities are appropriately prioritised, delivered and aligned with agency outcomes and early childhood reform objectives.

Reporting to the Director, Participation and Inclusion the Program Manager works closely with senior internal and external stakeholders across government and the broader early childhood sector, leading the

development and management of strong working relationships that support effective communication and collaboration to achieve shared outcomes.

Position title	Program Manager, Preschool Boost and Inclusion
Classification	Senior Manager 1 (SM1)
Division	Participation, Integration and Inclusion
Directorate	Inclusion and Preschool Boost
Location	60 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Director, Participation and Inclusion
Direct reports	ASO7 Senior Policy Officer (Inclusion) ASO7 Senior Policy Advisor ASO6 Senior Policy and Project Officer ASO5 Project and Policy Officer
Role description date	April 2026

What you will do (key outcomes)

1. Lead and manage the implementation of a complex program of critical system-wide early childhood reforms and initiatives across the team, including the development and oversight of strong relationships and strategic networks with senior internal and external stakeholders across government and the broader early childhood sector.
2. Provide strategic design and planning input, leading the collection, analysis and reporting of data on the performance and implementation of early childhood initiatives, ensuring risks, issues and opportunities are identified and communicated to executives in a timely manner.
3. Lead, manage and motivate a high performing team within a complex reform environment to ensure agency objectives are met, sharing subject matter knowledge and providing guidance to staff to encourage professional learning.
4. Provide project management and leadership to complex reform projects, ensuring a high level of quality, adherence to timeframes and the successful outcome of key deliverables.
5. Lead, coordinate and provide high-level advice on an assigned team improvement initiatives that drive continuous improvement, enhancing and developing complex business systems, processes and communication activities to ensure consistent and streamlined delivery.
6. Lead the initiation, development and delivery of complex and/or strategic policy outcomes, including liaison with key research partners, to achieve improved policy and research formulation in line with agency objectives.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Strategic Leadership:** Extensive experience in delivering and applying strategic and creative thinking to lead, manage and motivate a high-performing team to deliver critical priorities that have significant impact on strategic objectives and initiatives.
- **Discipline Expertise:** Demonstrated high-level knowledge and experience in applying contemporary project and risk management frameworks, methodologies and government policy to manage the implementation of complex programs within a strategic and fast-paced reform environment effectively.
- **Project and Program management:** Extensive experience in leading and managing the implementation of complex, multi-functional programs and projects of critical strategic importance, including those with impact beyond the agency.
- **Policy:** Demonstrated expert command of government policy frameworks, legislative settings and decision-making processes, underpinned by advanced policy analysis, synthesis, evaluation and influencing skills.
- **Communication and Stakeholder Engagement:** Highly developed interpersonal and relationship management skills with proven ability to build and sustain effective partnerships across senior internal and external stakeholders, including skills in navigating sensitive and high-profile issues with diplomacy and influencing outcomes through negotiation and strategic engagement.
- **Autonomy:** Proven high-level capacity to work strategically and effectively under very broad direction, managing operations to achieve critical performance outcomes in the context of competing priorities and expectations.
- **Information Analysis:** Demonstrated ability to interpret and apply legislation; analyse, evaluate and present complex information, including statistical data, to oversee policy development.

Who you will work with (key relationships)	Qualifications
Liaises and collaborates closely with Senior Officers and managers in the Office and across government. Liaises and collaborates with Commonwealth and Local Government Officers Liaises and collaborates with external stakeholders in research	Essential: Nil Desirable: A tertiary qualification in a relevant discipline.

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's licence and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Rhiannon Edwards, P&C Consultant		Approved by: Natalie Atkinson, Executive Director, Participation, Integration and Inclusion.	
Date: May 2026		Date: May 2026	