

Position Description

Senior Project Officer

Why work with us

Every child and young person deserves 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:

							
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 Student Pathways and Careers Division provides a focus on supporting our secondary schools to provide a consistent approach to engage, retain and transition young people to employment, vocational learning and higher education.

The Senior Project Officer is responsible for leading the planning, delivery, and evaluation of strategic career education initiatives — including career websites, online planning tools, and digital resources — that support secondary students, their teachers, and parents.

The Senior Project Officer works collaboratively with staff across the Student Pathways and Careers (SP&C) Division, the department, and a range of stakeholders, to determine project visions, goals, outcomes, priorities and budget within the framework of corporate plans and objectives of the directorate, division and department.

The Officer provides timely, strategic, informed, best practice advice and management to build both system level support and secondary schools capacity to ensure consistent approaches to engage, retain and transition young people to employment, vocational learning and higher education.

Position title	Senior Project Officer
Classification	ASO7
Division	Student Pathways and Careers
Directorate	Industry Engagement and Training
Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Manager, Strategic Projects
Direct reports	Nil
Role description date	October ,2025

What you will do (key outcomes)

1. Lead, plan, and manage the design, implementation, and evaluation of career education initiatives for secondary students, teachers, and parents, ensuring platforms are accessible, engaging, and aligned to state and national career education frameworks.
2. Define project objectives, scope, and deliverables in collaboration with stakeholders; develop project plans with timelines, milestones, and budgets, secure resources, monitor progress and manage risks.
3. Develop and manage procurement and contract management activities that comply with Treasurer's Instruction 18 and the department's Procurement Framework.
4. Work closely with technical specialists in online platform design, user experience (UX), accessibility (WCAG compliance), and system integration to ensure that project requirements are clearly defined, understood, and met.
5. Facilitate communication between stakeholders and technical teams to ensure career education websites and tools are functional, user-friendly, and aligned with educational objectives.
6. Research and apply evidence-informed practice relating to digital career education and planning and use this to shape future work programs.
7. Analyse state, national, and international policy trends in online career development and secondary school pathways to inform departmental priorities.
8. Evaluate the effectiveness and impact of career education websites and tools, recommending continuous improvements.
9. Establish and maintain strong partnerships with internal and external stakeholders, including educators, industry representatives, parents, software developers, and content providers.
10. Provide expert advice to support the career education and pathways strategy, with a focus on improving access and outcomes for regional students, Aboriginal students, and students with disabilities.
11. Ensure all work meets the legislative requirements of Equal Opportunity and Work Health and Safety (WHS) legislation.
12. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

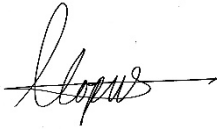
The capabilities you will bring (key competencies)

- **Communication and interpersonal skills:** Exceptional ability to engage and negotiate with diverse stakeholders, including departmental staff and leaders and external providers producing clear briefings and reports.
- **Project management:** Extensive experience in managing complex projects in large, multi-stakeholder environments, ensuring delivery on time, within budget, and to scope.
- **Procurement and Contract Management:** Experience in developing and managing procurement activities, and managing contracts in line with relevant policies, procedures, Treasurer's Instructions, and the department's Procurement Framework.
- **Strategic and analytical thinking:** Proven capacity to analyse user needs, engagement data, and policy frameworks to guide project direction and digital solution design and improvements.
- **Leadership:** Experience operating under broad direction, providing high level advice, and leading cross functional project teams, including technical specialists.
- **Technical and digital literacy:** Demonstrated ability to successfully collaborate with technical experts to support the translation of educational needs into clear specifications. Experience in overseeing program delivery, ensuring online platforms meet user, education, and policy requirements.
- **Work, health and safety:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
Internal working relationships: • Manager, Strategic Projects • Director, Industry Engagement and Training • Senior leaders and officers within the Student Pathways & Careers Division • Department for Education staff External working relationships: • Industry and Community stakeholders • Relevant advisory/working groups • External vendors and contractors	Essential: Nil Desirable: • Relevant tertiary qualifications and/or significant experience in project management, change management, online platform development, career development, or education technology. • Career development qualification and/or relevant experience in career development, education, guidance or workforce planning.

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	You may need a current driver's license and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia

Maintain a commitment to Work Health and Safety legislative requirements	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
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Assessed by: Ashleigh Gepp, P&C Advisor		Approved by: Andrew Copus Director, Industry Engagement & Training	
Date: September, 2025		Date: October 2025	

