

ROLE DESCRIPTION

ROLE TITLE: Senior Project Manager

CLASSIFICATION: MAS3

ROLE NUMBER: P60404

AGENCY: [Department of Human Services](#)

DIVISION: Ageing, Disability Policy and Safeguarding

BUSINESS UNIT: Office for Autism

REPORTS TO: Director, Office for Autism

ROLES REPORTING TO THIS ROLE: 2, *Inklings Project Officer and Principal Project Manager*

BUDGET: Project budget is \$14.8m. This role does not have financial delegation.

ROLE PURPOSE:

Inklings is a Commonwealth funded state-wide pilot program to provide support and information to parents whose infants are showing signs of social-emotional difference.

The Senior Project Manager has overall responsibility delivery of key project management activities, including risk, procurement, scheduling, reporting and quality. The Senior Project Manager works closely with the Principal Project Manager, who has oversight of the project delivery operations.

KEY OUTCOMES OF ROLE:

1. Deliver Project Outcomes – Ensure the Inklings Pilot Program is delivered on time, within scope and budget while maintaining high-quality standards.
2. Lead & Mentor Project Team – Provide leadership and foster collaboration within the Inklings Project Team while mentoring team members in project management best practice.
3. Stakeholder Reporting & Communication – Provide clear, concise and regular project reporting to the Director, Office for Autism, and key stakeholders to ensure transparency and informed decision-making.
4. Project Scheduling & Planning – Develop, maintain and monitor detailed project schedules to ensure alignment with overall program objectives and deliverables.
5. Strategic Communications Execution – Oversee the implementation of the project's communication plan, ensuring effective engagement with key audiences.
6. Financial Oversight – Work closely with the Principal Project Manager and Finance Team to oversee the project budget, ensuring financial compliance and resource efficiency.
7. Procurement & Contract Management – Support and oversee procurement processes, ensuring timely, cost-effective acquisition of required resources and services.
8. Risk Management & Mitigation – Identify, assess and proactively manage project risks, implementing mitigation strategies to minimise potential impacts.

KEY RELATIONSHIPS / INTERACTIONS:

- Department for Education; Office of the Early Years, Office for Early Childhood Development
- Department for Health and Wellbeing; Child and Maternal Health Nursing, SAWCON and other Aboriginal Health providers
- Department for Social Services

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
 - ☒ National Police Check (required for all roles)
 - ☒ Working with Children Check
 - ☐ Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

KEY SELECTION CRITERIA:

- *Relevant qualifications in project management or a related field.*
- *Demonstrated ability to manage complex projects, including effective planning, scheduling, coordination, and monitoring.*
- *Proven knowledge of project management principles and the ability to prepare documentation that meets the needs of stakeholders at all levels.*
- *Proven ability to develop and lead high-performing teams, fostering collaboration, engagement, and a positive team culture through strong interpersonal skills.*
- *Strong ability to manage competing priorities and meet deadlines in a dynamic environment.*
- *Excellent written and verbal communication skills, with the ability to convey complex concepts clearly and accessibly.*
- *Demonstrated ability to build and manage strategic relationships across government and non-government sectors to drive collaboration and achieve objectives.*

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).

- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Develops Strategic Thinking

- ☒ Demonstrates big-picture thinking to develop and maintain strategic direction
- ☒ Inspires and influences others towards achieving organisational goals and business objectives
- ☒ Develops and oversees the implementation of change initiatives in a sometimes uncertain environment
- ☒ Anticipates and identifies problem areas. Rapidly defines, objectively analyses and solves highly complex ambiguous problems
- ☒ Understands the organisations objectives and links between the business unit, the organisation, the whole of government policy agenda and public service values

Achieves Results

- ☐ Builds a high performing team that makes effective use of individual/team capabilities & drives effective outcomes
- ☒ Looks outside of organisational silos to identify resources and uses evidence, knowledge and experience to deliver the best results
- ☒ Adheres to, interprets and explains Public Sector legislation, regulations and policies and manages compliance across all areas of the Business Unit
- ☒ Manages own & others project performance & takes action to improve the delivery of quality outcomes
- ☒ Values specialist expertise and creates an environment conducive to the sharing and effective utilisation of professional knowledge and skills

Drives Business Excellence

- ☐ Continually searches for and champions new and innovative ways to add value linked to organisational outcomes. Embraces change
- ☐ References and utilises market trends, developments and economic/legislative changes to meet current and future organisational needs
- ☐ Inspires ongoing learning. Sets clear performance standards and gives timely recognition for good performance. Manages under performance promptly
- ☒ Proactively drives outstanding customer service through understanding needs
- ☒ Manages expenditure & oversees procurement, ensures security of systems, deploys resources appropriately

Generates Genuine Partnerships

- ☒ Establishes credibility and negotiates persuasively. Offers a convincing rationale which has been carefully positioned against organisational outcomes
- ☒ Uses appropriate strategies to prevent, manage and resolve conflicts and disagreements promptly
- ☒ Facilitates a collaborative approach and promotes a positive environment to share information, encourage ideas and stimulate open discussion
- ☒ Demonstrates and models the values in creating partnerships across the business, and developing effective networking opportunities
- ☒ Confidently presents complex information in a clear & articulate manner tailored to meet the needs of the audience

Role Models Personal Drive and Professionalism

- ☒ Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture
- ☒ Raises and challenges important issues constructively and stands by own position when challenged. Accepts accountability for mistakes and ensures corrective action is taken
- ☒ Persists and focuses on achieving objectives through pressure, responding positively & in a controlled manner
- ☒ Demonstrates a high level of self awareness and can identify areas in which own capabilities complement others. Strives for continual learning
- ☒ Promotes & develops an inclusive workplace culture that values & respects diversity and individual differences
- ☒ Advocates and drives standards for the safety and wellbeing of self and others