

Position Description

ASO5 Project Support 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 Curriculum Strategy and Planning directorate is responsible for division-wide performance monitoring, strategic planning and advice. It oversees project management, research, data management and evaluations, and coordinates policies and briefings across the division, in consultation with subject matter experts.

The Project Support Officer position sits in the Projects and Planning team and works collaboratively as part of a team of project officers and managers, engaging with staff across the division, the department, and a range of stakeholders to provide centrally coordinated project management services to deliver projects and programs that align with the objectives of the division and the department.

The role works within a highly complex and politically sensitive strategic and policy environment, and supports project managers, project sponsors and teams with governance, planning, stakeholder engagement activities, procurement and contract management. Working under general direction, the role supports project management services including project planning and budgeting, risk management, outcomes monitoring and reporting, communication and stakeholder relationships.



Position title	Project Support Officer
Classification	ASO5
Division	Curriculum and Learning
Directorate	Curriculum Strategy and Planning
Location	Education Support Hub, 8 Milner Street, Hindmarsh SA 5007
Reports to	Senior Manager, Projects and Planning
Direct reports	Nil
Role description date	August 2026

What you will do (key outcomes)

1. Develop and coordinate the preparation of project documentation including project plans, risk management plans, implementation plans, timelines, and schedules, to support the implementation planning and delivery of the project.
2. Monitor establishment and achievement of project deliverables, milestones and timeframes.
3. Develop reports on project progress for consideration by Executives and governance committees.
4. Support governance committees in their role in the project through scheduling, preparation of papers, minutes etc.
5. Build and foster relationships with key stakeholders across the Department for Education and leverage these relationships to ensure efficient and effective project implementation planning.
6. Proactively identify and analyse the risks and issues relating to the projects and provide advice and recommendations on their mitigation.
7. Undertake and coordinate research and prepare briefings, papers, and Cabinet documents in relation to the projects.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Subject matter knowledge:** Knowledge of contemporary project management principles, practices and government operations, including relevant departmental policy, business practices (budget, finance, HR and other admin) and governing frameworks. Knowledge of contemporary education issues, trends, and policies is desirable.
- **Time management:** Demonstrated organisational and time management skills, including practical experience in coordinating the flow of information between senior members of staff under limited direction.
- **Reporting:** Demonstrated experience in monitoring and reporting on the achievement of timeframes and milestones and proactively raising emerging issues likely to affect timeliness and well-developed knowledge of contemporary project management principles and government operations.

- **Communication:** Demonstrated experience in effectively developing and supporting the preparation of training materials and written briefings for a range of audiences, as well as experience developing an effective network at officer level.
- **Knowledge:** Understanding of the sector, including the roles and responsibilities of government agencies and non-government stakeholders.
- **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
• Director of Curriculum Strategy and Planning and other senior executives across the Curriculum and Learning division • Executive Director and staff of the ED's office • Chief Executive and staff of the CE's office • Minister's advisers • CS&P directorate staff and staff from all C&L directorates • May be required to consult with other departments, non-government education sectors, principal, parent and professional associations, and other external partners.	Essential: Nil Desirable: Relevant qualification in Evaluation, Social Sciences or related field or equivalent experience. Previous experience in an education-related role.

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 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: Riley Kempster, P&C Advisor, P&C Operations		Approved by: Rebecca Tooher, Director, Curriculum Strategy and Planning	
Date: August 2026		Date: August 2026	