

Position Description

ASO6 Project Manager

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 Manager position operates within the Projects and Planning team and works collaboratively as part of a team of project officers and managers, engaging with staff across the Curriculum and Learning 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 the senior project managers, project sponsors and teams with governance, planning, stakeholder engagement activities, procurement and contract management. The Project Manager working under broad direction



delivers high-level project management services including project planning and budgeting, risk management, outcomes monitoring and reporting, communication and stakeholder relationships.

Position title	Project Manager
Classification	ASO6
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 or policy.
2. Manage and coordinate contracts, procurement and grants in accordance with the priorities and business rules of the Curriculum and Learning division.
3. Monitor and report on achievement of project deliverables, milestones and timeframes, and provide comprehensive briefings to facilitate decision-making.
4. Provide high-level executive support to project governance functions supporting the preparation of agendas, recording and following up on actions and decisions, and developing papers to support decision-making as necessary.
5. Under broad direction, provide expert advice, support and consultation across the Curriculum and Learning division in relation to project management consistent with the directorate's project management framework and departmental processes and procedures.
6. Support or lead development of comprehensive briefings and reports detailing the outcomes of projects to inform and facilitate appropriate decision-making processes within the directorate.
7. Develop and maintain key communication networks within the division, and across the department, to ensure ongoing access to critical information sources, including providing a key contact point for the directorate, and networking closely with relevant stakeholders to ensure the conduct of effective consultation that supports directorate business goals and objectives.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Time management:** Demonstrated organisational and time management skills, including 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.
- **Writing skills:** Proven ability to write in a clear and strategic manner and to edit written materials with attention to compositional detail, as well as coherence and tone.
- **Communication and interpersonal skills:** Highly effective communication and interpersonal skills and demonstrated ability to negotiate and liaise effectively at senior levels and to maintain positive working relationships with all levels of staff.
- **Judgement and discretion:** Experience in a complex policy and practice environment and demonstrated ability to exercise judgement and discretion in delivery of project management services.
- **Subject matter knowledge:** Well-developed 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, is essential. Knowledge of contemporary education issues, trends, and policies is desirable.
- **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
Direct working relationships: • Director, Curriculum Strategy & Planning • Staff within the assigned directorate Internal working relationships: • Project sponsors and teams within the Curriculum & Learning division. External working relationships: • Project stakeholders and partners across government and externally • Schools and sites related to project delivery as appropriate	Essential: Nil Desirable: A relevant tertiary qualification in project management or related field.

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: Bailey Bowyer, P&C Consultant		Approved by: Rebecca Tooher, Director, Curriculum Strategy and Planning	
Date: August, 2026		Date: August, 2026	