



Role Statement

Position title: Workforce Initiatives Project Lead

Position no: TBA

Classification: ASO7

Review date: October 2026

Directorate: Operations

Business unit: People and Culture

About us

Our department's primary objective is the delivery of homes and housing options for South Australians. In response to the national housing crisis, we are committed to accelerating the build of a diverse range of housing options. We strive to find solutions to the urgent demand for housing security.

Our mission focuses on coordinating various portfolios related to housing, housing infrastructure, urban development, and planning. By ensuring sound decisions and efficient management, we strive to create sustainable, well-planned communities offering safe and affordable housing options.

About the role

The Workforce Initiatives Project Lead is responsible for delivering and implementing workforce initiatives, organisational development programs and strategic reform projects that strengthen organisational capability, enhance employee experience and support the department's strategic plan and objectives.

The role provides strategic project management expertise to plan, coordinate, implement and evaluate workforce initiatives from concept through to delivery. Working collaboratively with leaders, staff and stakeholders, the position drives organisational reform, workforce capability development, change initiatives and culture-building activities that improve organisational performance and workforce sustainability. The role provides expert operational and strategic advice and undertakes projects that drive continuous process improvement.

Who will you work with

The Workforce Initiatives Project Lead reports directly to the Director, People and Culture.

The role is required to work with:

- Key internal stakeholders across the department, including executive and senior managers.
- Other public sector agencies, people and culture networks and external service providers.
- External vendors and suppliers to liaise and negotiate service agreements to deliver projects.

Conditions

- Some out of hours' work may be required.
- Some intra state travel may be required.
- Required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- Compliance with Government legislation, Code of Ethics for the SA Public Sector, Departmental policies and procedures, including information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Required to obtain a National Police Check prior to employment. A renewal will be required every 3 years.

What you will do

Key responsibilities	Specified duties	Performance indicator/ measurement
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Workforce Initiatives and Strategy

1. Develop, plan, implement, and evaluate critical organisational development programs, projects, policies, and initiatives that contribute to the strategic and operational success of the department and whole-of-government initiatives.
2. Strategic and responsive plans and activities are developed and implemented with effective stakeholder engagement to ensure the achievement of sustained organisational capability across the Department.
3. Identify and implement strategic learning programs/development opportunities to enable the department to meet its strategic goals.
4. Organisational development and learning and development initiatives are developed and managed through research, data analysis, policy and procedure development, and program evaluation.
5. The Department's Learning Management System and Recruitment system are implemented and maintained effectively.
6. The Department's Induction and Exit processes are implemented and managed effectively.

Departmental policies and procedures and workforce initiatives are delivered within time frames, reviewed and kept up to date in a timely manner.

Working groups are coordinated to ensure positive input is provided from across the organization.

Workforce capability initiatives are delivered and evaluated, demonstrating measurable improvement in employee participation, capability development and organizational outcomes.

Data is kept and provided to Executive on a regular basis in relation to online learning, performance development, induction, employee surveys and exit information.

Communication and engagement activities support successful implementation of workforce initiatives and organizational change outcomes.

Expert Advice and Support

1. Provide advice and solutions to senior leaders, managers, and employees relating

Regular and strategic advice is provided to



	to workforce capacity building, change programs, including high quality of learning and development programs. 2. Expert, timely, and relevant advice is provided to Executive, in relation to sensitive and contentious organisational improvement issues, including providing advice in the form of briefings and strategic papers. 3. Developing and maintaining strategic reporting to support the business partnering function with managing complex behaviours and culture in the workplace.	Executive in relation to matters which impact the organization.
Organisational Development	1. Responsible for the development and delivery of a range of diversity, inclusion, and wellbeing programs. 2. Develop and deliver programs to support building resilience and knowledge in areas of health and wellbeing. 3. Facilitate events such as training, focus groups, workshops, and other stakeholder engagement activities across the department.	Online and face to face learning programs are developed and/or facilitated in a professional way.
Procurement and Vendor Management	1. Coordinate procurement, contract management of training and development services provided by RTOs and other external service providers, to ensure vendor performance in line with agreed service delivery standards. 2. Manage vendor, contractor and service provider relationships, ensuring contractual obligations, service standards and project deliverables are achieved.	Build and maintain relationships with vendors and act as a key contact for the vendor providing our online learning platform and performance development platform.
Project Management and Reporting	1. Provide strategic reporting and analysis from employment related systems which will assist in supporting the agency to meet its daily management and legislative obligations. 2. Initiates, plans, delivers and evaluates programs, projects, systems and strategies that align with agency objectives, including managing change initiatives and coordinating complex service-wide	



- operations requiring significant responsibility and judgment.
3. Coordinate multidisciplinary project resources, fostering collaboration and accountability to achieve project objectives and deliver business initiatives.
 4. Oversee the development of functional and technical requirements, solution designs and delivery roadmaps to ensure fit-for-purpose outcomes that meet operational and organisational needs.

The capabilities you will bring

Technical expertise

- Relevant tertiary and/or postgraduate qualification in human resource management, project or business management, or similar. (Desirable)
- Demonstrated knowledge of administering HR and employment related systems, change and human resource management issues in a contemporary public sector context.
- Expertise in project management methodologies tailored to the public sector including experience in overseeing projects related to People and Culture, and organisational development initiatives.
- Establishment of simple and clear project management systems.
- Drives stakeholders to achieve deadlines.
- Proven ability to establish and maintain productive relationships with customers, vendors, suppliers and internal and external stakeholders, including managing expectations and resolving complex issues.

Personal abilities

- Highly developed relationship building, written and verbal communication skills including expertise in reporting on a range of relevant topics in clear, easy to understand language.
- Highly developed time management skills and ability to demonstrated ability to deliver on project outcomes.
- Demonstrated a high level of motivation, initiative, and analytical thinking in the evaluation of professional practices and actions in ascertaining compliance with established standards that has made a positive contribution to the Department and the State more broadly.
- Communicate clearly, concisely and effectively, both verbally and in writing, with people at all levels, proven ability to consult, liaise and influence, and negotiate and manage conflict with tact and diplomacy.
- Ability to work under broad direction, think strategically and conceptually, translate, and resolve complex business problems, at both strategic and operational levels.

Experience

- Exceptional customer service capability, initiative, and ability to connect business areas with solutions.
- Organise high volumes of work, identify objectives and plan activities to deliver agreed outcomes.
- Demonstrated ability to provide strategic advice, manage competing priorities and make informed decisions to achieve organisational and project outcomes.
- Significant experience in project and/or development management, with a track record of successful project delivery.
- Extensive experience in successfully designing, delivering and implementing workforce and change initiatives in organisations.
- Extensive experience in successfully designing, delivering and evaluating workforce development programs and strategies, including leadership and management development programs.
- Experience in delivery of organisational development-related focus groups, workshops, and other stakeholder engagement activities.
- Experience developing strategies to resolve complex issues in the workplace that impact on performance and wellbeing.