Position Description

Change Implementation Manager

Why work with us

The Office for Early Childhood Development was created to champion change and to help build a system that gives all South Australian children a flying start to life.

Guided by the recommendations of the Royal Commission into Early Childhood Education and Care, the Office for Early Childhood Development is the steward of the early childhood development system in South Australia.

The Office is tasked with a significant responsibility: bringing together a holistic, connected system for early childhood development across South Australia, with the goal of reducing the rate of children entering school developmentally vulnerable. Critical to this is the roll-out of universal 3-year-old preschool from 2026, giving every child access to 2 years of teacher-led, play-based early learning before school by 2032.

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 Change Implementation Manager is responsible for providing implementation leadership, project management and systems level change management expertise to support coordination and delivery of strategic policy priorities and directions, including the roll-out of 3-year-old preschool, in alignment with existing and emerging agency objectives.

Reporting to the Assistant Director, Change and Local Implementation, the Change Implementation Manager will lead strategic planning, program design, and high-level coordination of change management strategies and initiatives, providing complex policy analysis, expert advice and delivery support to the statewide network of Local Teams.

The Change Implementation Manager develops and maintains effective networks with key stakeholders to achieve program objectives for and on behalf of the Office for Early Childhood Development (OECD) and will

support complex and/or sensitive change management processes to guide the ongoing achievement of policy objectives.

Position title	Change Implementation Manager
Classification	ASO8
Division	Change and Engagement
Directorate	Change and Local Implementation
Location	60 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Assistant Director, Change and Local Implementation
Direct reports	ASO6 Senior Project Officer
Role description date	August 2026

What you will do (key outcomes)

1. Lead the planning, implementation and monitoring of change management strategies, projects and related tools and resources to support statewide local teams in effective sector implementation of early childhood reform.
2. Lead the initiation, development, and delivery of complex projects and strategic policies to achieve outcomes and strengthen links between policy decisions and local implementation.
3. Design and promote the use of feedback and risk management mechanisms to ensure change strategies and implementation efforts are informed by evidence, local insights and responsive to the specific needs and characteristics of communities' system wide.
4. Lead and oversee the distribution and utilisation of resources supporting strategic change management across the statewide network of local teams, ensuring maximum impact and efficiency.
5. Provide strategic advice and engagement with internal and external stakeholders, to plan and deliver effective implementation of system-wide readiness and reform delivery, identifying and analysing risks, gaps and issues to inform recommendations for process or policy improvements.
6. Establish strong and trusted relationships with key internal and external stakeholders, to promote high engagement with reforms, and a stronger, connected system focused on improved outcomes for children.
7. Lead the research, development and dissemination of a range of comprehensive briefings and reports, in response to a broad range of complex and critical implementation issues, emerging trends, policy directions, or senior level requests and queries.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Communication:** Demonstrated high level communication skills with ability to prepare reports and briefings and present concepts, recommendations, and complex documents clearly. Demonstrated ability to develop successful relationships and networks and achieve shared objectives.
- **Project management:** Proven experience in delivering complex projects at a system-level, using contemporary project management approaches, including applying high levels of problem solving, negotiation, analytical and conceptual skills to deliver outcomes and make well informed and timely decisions within time and budget constraints.
- **Coordination:** Proven experience in planning, developing, implementing and coordinating a range of programs, strategic projects, and operational supports, budgets and plans to support government policy directions.
- **Information analysis and provision:** Proven high-level analytical and research skills and an ability to undertake objective analysis and evaluate complex information from a range of sources to draw accurate conclusions that recognise and manage contextual issues and proven experience in providing specialist and expert advice to senior officers and executive.
- **Achievement of outcomes:** Ability to work independently, under broad direction, to achieve high-level performance outcomes within timeframes, often in a context of competing priorities and expectations and demonstrated ability to conduct negotiation and consultation processes with stakeholders.
- **Knowledge:** Knowledge of early childhood development, education or human services policy environment within South Australia would be advantageous, including the roles and responsibilities of government agencies and non-government stakeholders and the key players likely to influence outcomes.

Who you will work with (key relationships)	Qualifications
Internal: Assistant Directors, Change & Local Implementation & Change & Local Insights Regional Managers, Early Childhood Partnerships and Local Teams members from all 8 regions Local Insights project team A broad range of managers, senior officers and staff across OECD	**Essential:** Nil **Desirable:** A relevant tertiary qualification in project/program management would be desirable.

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: Rhiannon Edwards, P&C Consultant		**Approved by**: Kate Rush, Executive Director, Change and Engagement	
Date: September 2026		**Date:** September 2026	