Position Description

Senior Project 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 South Australian Department for Education is dedicated to engaging every child and student so that they achieve at the highest possible level of their learning and well-being, though quality care and teaching. The department continuously implements a range of business reforms and new initiatives to improve the educational opportunities for every South Australian child and to best meet the needs of the South Australian community. The Student Pathways and Careers Division provides a focus on supporting our secondary schools to provide a consistent approach to engage, retain and transition young people to employment, vocational learning and higher education.

The Senior Project Officer reports to Principal Project Manager and is required to plan, deliver and contribute to the development and implementation of projects, programs and in initiatives that underpin the outcomes of the Student Pathways and Careers division, particularly in relation to Technical Colleges and Career Education. In addition to applying sound project management principles and activities, the incumbent will provide project management leadership and coordination to ensure projects and initiatives are delivered in a timely manner, on budget and within scope.

The Senior Project Officer will adhere to the departments and divisions project management methodology and will develop and maintain networks and relationships with key stakeholders to deliver project outcomes that meet agency business needs. The incumbent will be required to monitor the performance of projects and programs to ensure continuous improvement and improved outcomes for secondary school students and young people.

The environment can at times be politically sensitive in relation to further education, employment and governance. The position requires extremely high levels of confidentiality and is subject to frequent periods of high workload and changing priorities.

Position title	Senior Project Officer
Classification	ASO6
Division	Student Pathways and Careers
Directorate	Office of the Executive Director
Location	31 Flinders Street, Adelaide
Reports to	Principal Project Manager
Direct reports	Nil
Role description date	November 2026

What you will do (key outcomes)

1. Plan, manage and implement project plans and processes within the context of established corporate goals to support Student Pathways and Careers outcomes.
2. Conduct high level and critical analysis of current projects, plans and initiatives, in order to advise on key operational and strategic information needs, risks and opportunities relating to programs and initiatives, in particular the establishment of Technical College's.
3. Prepare high level project management documentation to support key initiatives through the development of project plans, work breakdown schedules, communication plans, risk matrixes, progress reports and project budgets to ensure compliance with established governance requirements.
4. Act as a point of contact for the Division's Project Management Office and provide advice, guidance and support in the application of project management practices and system improvement processes relevant to the Division.
5. Maintain appropriate department standards, strategic and operational plans and management strategies and identify, develop and coordinate project management processes and strategies to be delivered to ensure specialised initiatives and programs are delivered on time, within budget and meet program outcome.
6. Lead and manage relationships with key schools, industry and government stakeholders and build and maintain key networks.
7. Manage and coordinate a range of programs, project and business reform support functions and services relating to the identification and delivery of business process and systems improvements and information and communication management.
8. Manage the Technical College application and enrolment process, including improving each cycle, reporting on application and enrolment data, and developing key documents such as handbooks, fact sheets, school agreements and offer documents.

9. Manage all CRM accounts, including forms, email templates, automations and data checks, and set up CRM for the three new colleges.
10. Plan and deliver Technical College promotion, including tours, events, website updates, brochures and marketing collateral.
11. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Communication Skills**: Demonstrated high level verbal and written communication and interpersonal skills with proven experience in developing and maintaining effective working relationships and networks with a diverse range of stakeholders including the schooling sector, employers and industry groups.
- **Research and written correspondence**: Proven experience in researching issues and providing concise, relevant and timely briefings, written advice, reports, and the development of recommendations to address complex and/or significant issues to senior executive and management
- **Project Management**: Proven experience in planning, developing and administering significant projects to achieve successful outcomes; including implementing strategies for monitoring outcomes, the management of project budgets, and implementing risk management principles.
- **Discernment:** A proven ability to work under broad direction, operate in a highly public, responsible, accountable and politically sensitive environment with a willingness to respond to the views of learners, parents, carers, community and industry stakeholders
- **Knowledge of government**: Knowledge and understanding of relevant government policies and processes facing the tertiary education sector, particularly relating to young people within schools, vocational education, employment, training and higher education sector.
- **WHS:** Demonstrate 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.

Desirable

- Proven experience in utilising and maintaining compliant administrative systems, processes, policies and resources in line with legislative and departmental obligations.

Who you will work with (key relationships)	Qualifications
Executives and Senior Managers across the Student Pathways and Careers division, Office of the Executive Director staff.	**Essential:** Nil **Desirable:** Relevant post graduate qualifications

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times	You may need a current driver's license and be willing to drive You may be asked to work out of hours

Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	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: Valentina Lopez People and Culture Advisor		**Approved by**: Clare Feszczak, Executive Director, Student Pathways and Careers	
Date: November, 2026		**Date:** November 2026	