# Role Description

## Senior Project Officer

Classification: ASO6

Group: Skills SA

Position Number: P70454

Team: Skills Policy and Quality

### About Us

The Department of State Development is the South Australian Government's lead economic development agency.

Our mission is to drive sustainable economic growth in South Australia by increasing industrial and workforce capability, capacity, collaboration and resilience. We take pride in hiring the right people for the right jobs and offer an attractive, flexible workplace.

For more information about our agency, please visit:
Department of State Development | statedevelopment.sa.gov.au

### Our Core Values

Be part of a high performing, collaborative, agile and innovative organisational culture. Through a network of multi-disciplinary teams, we operate with internal project structures that enable adaptable, flexible, and agile ways of working. This is underpinned by our Core Values of:

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|---|---|---|---|
|  **Service** We proudly serve the community and Government of South Australia |  **Professionalism** We strive for excellence |  **Trust** We have confidence in the ability of others |  **Respect** We value every individual |
|  **Sustainability** We work to get the best results for the current and future generation of South Australia |  **Collaboration & Engagement** We create solutions together |  **Honesty & Integrity** We act truthfully, consistently and fairly |  **Courage & Tenacity** We never give up |

## About The Role

Skills SA oversees South Australia's vocational education and training system, working with stakeholders to align training with workforce needs, support employers, and help individuals gain skills for employment and career development.

The Senior Project Officer will coordinate and control monitoring of budgets aligned to a range of skills initiatives supporting Skills SA's investment in vocational education and training (VET) in South Australia. The position also leads outcome reporting for projects established across all skills initiatives, providing input to advice provided to senior leadership and the Minister for Education, Training and Skills.

The position liaises with other departmental staff, particularly in relation to budget monitoring and reporting. The position also provides project management services and support for externally contracted providers, representing Skills SA's interests in governance arrangements required as part of its project investments.

## What you will do (results to be achieved)

1. Contribute to the development, implementation, monitoring, review and evaluation of targeted skills and workforce initiatives supported by the department including projects and services that achieve whole of government and agency objectives and meet the skills and workforce needs of individuals, industry and communities.
2. Assist with budget monitoring, forecasting and reporting requirements across Skills SA's project-based initiatives. Coordinate outcomes reporting at initiative level and at aggregate level to inform advice to senior leadership and the Minister for Education, Training and Skills.
3. Build and establish trusted relationships, demonstrating a strong engagement and service excellence ethos with internal and external key stakeholders that maximise opportunities to collaborate on skills and workforce development activities.
4. Provide expert advice on stakeholder engagement approaches to best ensure activities supported by the department realise their objectives and maximise the opportunities intended for VET students.
5. Provide expert advice regarding tailored skills and workforce development activities, particularly for people facing challenges and barriers to participating in training and employment, and in relation to the purchasing of VET courses in South Australia by government.
6. Develop and ensure strong linkages and work integration are established across the divisions and teams within education department and intergovernmental agencies that support the development of strong relationships with key stakeholders and networks.
7. Provide and lead proactive, innovative, cooperative, and dependable and high quality service to customers that initiates and manages collaborative partnerships and activities which contribute to the achievement of state skills objectives.
8. Contribute to the identification and implementation of opportunities to streamline and improve business processes and practices.

## The Capabilities You Will Bring (key competencies)

### Essential Technical Experience and Knowledge:

- Experience in identifying performance outcomes, organise workloads, determine priorities and use judgement and delegated authority to manage multiple tasks in order to meet demanding deadlines.
- Demonstrated capabilities in high-level end-to-end project management using contemporary project and program management approaches including commissioning, initiating, design, planning, monitoring, resource management, risk management, and reporting.

- Demonstrated high level oral and written communication skills, including the preparation and presentation of complex information in a clear, accurate and visually effective manner, across a range of formats including reports, presentations, briefings, papers, ministerial responses, and ability to lead and influence key stakeholders.
- Ability to consult, liaise and negotiate effectively with key stakeholders and develop effective working relationships with a range of people at all levels, including the application of expert judgement, tact diplomacy and initiative in order to develop effective operational policy and practice, project outcomes and support complex change management processes.
- 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.

### Personal Skills:

- High level organisational skills and proven ability to work under broad direction, work collaboratively and with flexibility across teams and deliver agreed outcomes on time. Ability to use initiative and judgement to support and influence the development of practical solutions that meet both clients and departmental outcomes regarding Skills SA programs, projects and services.
- Demonstrated experience analysing complex information, including aggregate program and budget data and related business processes to interpret and monitor trends and provide advice and briefings with recommendations to leadership for informing decision making.

### Qualifications:

- Essential: Nil
- Desirable: Relevant qualification

## Reporting / Working Relationships

- Reports to: Manager, Projects
- Direct Reports: Nil.
- Works with:
  - Department Executives and other senior staff of the Department.
  - Liaison with a broad range of senior personnel in other government agencies (State and National) and people from special interest groups.
  - May represent the agency in cross government, stakeholder and community forums.

## DSD Working Conditions

- Compliance with Government legislation, Code of Ethics for the SA Public Sector, DSD policies and procedures, including ethical / accountable resources and information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Out of hours work may be required.

- Intra state and interstate travel may be required.
- The incumbent may be assigned to another position at this remuneration level or equivalent, including across teams in this Agency.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The successful applicants will be required to demonstrate they have undergone appropriate assessment prior to being employed

  ☒ National Police Check (NPC)

  ☐ General Employment Probity Check (DHS)

  ☐ Working with Children Check (DHS)

  ☐ Baseline Vetting

  ☐ Negative Vetting 1