Senior Project Officer

OUR CULTURE

The Department for Energy and Mining (DEM) is committed to being the Most Transformative Energy and Mining Government Department in the World. To achieve this, we have developed four key enablers to high performing behaviour. These enablers underpin everything we do.

- Our culture is diverse, professional, accountable, respectful and committed to safety. We work collaboratively so we all succeed.
- We are committed to demonstrating personal and professional leadership and value being recognised as leaders in our field.
- We deliver the best outcomes for South Australians.
- We listen and engage meaningfully so that our decisions and actions build a successful and sustainable future for all South Australians

We are a White Ribbon Accredited workplace that promotes gender equality and a zero tolerance of violence in the workplace.

DEPARTMENT CONTEXT

The Department for Energy and Mining (DEM) supports a strong energy and mining sector powering growth and opportunity for South Australia. We lead the responsible development of the state's mineral and energy resources, expanding knowledge of South Australia's geological and energy potential, driving industrial transformation, attracting investment, delivering major projects critical to the state's economic future, and unlocking opportunities for industry, consumers and communities.

Leading regulation, together with innovative policies and programs underpin industry performance, technical and safety standards, and environmental outcomes, building confidence among industry and community.

Policy and Programs leads strategic policy, program and project development to support South Australia's energy and resource sectors and consumer energy wellbeing.

It identifies opportunities and barriers to investment and development, informed by data, analysis and stakeholder engagement and devises policies and programs that encourage innovation, investment, long-term sector resilience, and deliver responsible outcomes.

The Department for Energy and Mining (DEM) acknowledges Aboriginal people as the First Nations Peoples of South Australia. We recognise and respect the cultural connections as the Traditional Owners and occupants of the land and waters of South Australia, and that they continue to make a unique and irreplaceable contribution to the State.

ROLE TITLE	**SENIOR PROJECT OFFICER**		
CLASSIFICATION	**ASO6**	**POSITION NUMBER**	**P70810**
DIVISION	**POLICY AND PROGRAMS**		
BRANCH	**PROGRAM DELIVERY**		
TEAM			
DESIGNATED POSITION	**YES**		

ROLE PURPOSE

The **Senior Project Officer** contributes to the Government of South Australia's efforts to design, develop, and deliver initiatives that realise significant cost savings for South Australian households through the provision of cheaper electricity and improved electricity market competition in South Australia.

This role is responsible for supporting project and program delivery by the Branch and contribute to the achievement of priority government outcomes. The incumbent delivers these responsibilities through the application of fit-for-purpose program and project management practices, working collaboratively with stakeholders, monitoring project outcomes, and contributing to informed decision-making and continuous improvement across the Branch's portfolio of initiatives.

REPORTING / WORKING RELATIONSHIP

- Reports to: Manager, Projects
- Direct reports: Nil
- Works with: Executives, Managers and Officers within the division, as well as external stakeholders for reporting and advice in relation to active or potential projects, including Commonwealth, State, and Local Government officers, and industry stakeholders as appropriate.

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KEY OUTCOMES

- Contribute to the strategic development and successful deployment of residential energy projects to maintain South Australia's position at the vanguard of the global energy transition.
- Coordinate and deliver nominated projects, including their development, planning, monitoring, and evaluation, and provide project management, governance, and administration support for their successful implementation.
- Develop, maintain and strengthen positive and collaborative relationships with a range of customers and internal and external stakeholders.
- Prepare high-quality briefings and reports that inform senior management, the Minister, and government to make informed decision about supported projects and initiatives.
- Identify opportunities for continuous improvement and implement related initiatives.
- Ensure compliance of Departmental projects with the "DEM Way" by maintaining appropriate project governance, documentation and assurance processes to support Gateway reviews, including coordinating risk reviews and workshops.

KEY CHALLENGES

- Ensuring the strategic development and successful deployment of the Government of South Australia's role in *South Australia's Virtual Power Plant* (SAVPP), a highly public and award-winning project.
- Balancing the priorities and needs of a large and diverse group of stakeholders, including Ministers, executives, other departments, energy retailers, and the public, while maintaining project objectives, managing competing expectations and supporting timely delivery of outcomes.
- Achieving project outcomes through collaboration and influence across multiple government agencies, delivery partners and industry stakeholders, often without direct management authority over resources or decision-makers.
- Managing project delivery in an environment of evolving policy settings, market conditions and stakeholder expectations, while maintaining momentum and achieving agreed outcomes within required timeframes.

SELECTION CRITERIA

- Knowledge of project management principles, their application, and the use of project management tools and templates.
- Significant experience in the preparation of briefings, reports and the development of recommendations to inform decision making by senior management.
- Experience in managing and enforcing complex contracts and governance arrangements.
- Demonstrated experience in communicating clearly, concisely and effectively, both verbally and in writing, with people at all levels and from a range of backgrounds.
- Ability to apply research, analytical and investigative skills to identify priorities, provide recommendations and achieve quality results in a context of competing priorities and expectations.

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- Ability to build and manage effective relationships with staff across a range of government agencies, and external stakeholders.
- Ability to work autonomously and consistently deliver work to a high standard.
- Strong computing skills; including use of applications within a Microsoft Windows/ MS Office environment.
- Experience and knowledge of the energy market, energy retail and/or distributed or consumer energy resources (DER/CER) would be highly advantageous.

ESSENTIAL QUALIFICATIONS

- Tertiary qualifications and/or training incorporating units/modules encompassing Project Management, Business Administration, Data Analytics, and/or Public Policy would be advantageous.

SPECIFIC REQUIREMENTS

- DEM encourages flexible working arrangements such as part time work, job share, compressed weeks and purchased leave. Arrangements are negotiated with the appropriate manager.
- The incumbent will embrace diversity in all its forms and demonstrate inclusive behaviours in the workplace.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The incumbent is expected to uphold the ethical behaviour and professional integrity standards as contained in the *Public Sector Act 2009*, as well as comply with any other relevant legislated requirements.
- Appointment to this role may be subject to a satisfactory Screening Check.
- Out of hours work may be required.
- Intra state and interstate travel may be required.