Position Description

ASO7 Project Manager

Why work with us

The Department for Education is building a stronger future by making South Australia's public education system world-leading.

We have a plan to take the statewide standard of public education in South Australia from good to great, as a great education can change lives.

We are one team, statewide. Everyone in public education works together, united behind our vision because what we're doing today will improve the futures of children in South Australia.

We're making a difference so South Australia thrives.

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 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 Project Manager reports to the Manager Executive Services and is required to plan, deliver and contribute to the development and implementation of strategic projects, programs and initiatives that underpin the outcomes of the Student Pathways and Careers division.

The Project Manager will adhere to the department's 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 role will also provide tactical advice to senior management and executive within the Department and across government.

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	Project Manager
Classification	ASO7
Division	Student Pathways and Careers
Directorate	Office of the Executive Director
Location	31 Flinders Street Adelaide
Reports to	Manager Executive Services
Direct reports	Nil
Role description date	June 2023

What you will do (key outcomes)

1. Lead, plan and implement project plans, strategies and processes within the context of established corporate goals to significantly 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 that support Student Pathways and Career.
3. 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 initiatives and programs are delivered on time, within budget and meet program outcome.
4. Research, analyse and provide timely expert advice relating to initiatives and projects within the Student Pathways and Careers Division.
5. Provide appropriate and effective leadership and management to specialised projects and programs and relevant staff through effective decision making to meet broadly defined program directions and outcomes.
6. Act as a point of contact for the divisions Project Management Office and provide specialised advice, guidance and support in the application of project management practices and system improvement processes relevant to the division.
7. Establish, maintain and manage critical and complex relationships with key internal and external stakeholders, including leading cross division work groups and steering groups to ensure effective communication, collaboration and information sharing occurs.
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 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.
- Critical Thinking and Problem Solving: Significant 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 at both strategic and operational levels.

- **Project Management**: Significant experience in planning, developing and administering major projects to achieve successful outcomes; including implementing strategies for monitoring outcomes, the management of project budgets, and implementing risk management principles.
- **Autonomy and Political Nouns**: Demonstrated 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.
- **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

- **Government Knowledge**: Proven experience in utilising and maintaining compliant administrative systems, processes, policies and resources in line with legislative and departmental obligations.
- **Political and Organisational Context:** Knowledge of the role and structure of and services provided by the Department for Education.

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 Keeping accurate and complete records of business activities in accordance with the State Records Act 1997. Maintaining a commitment to the Public Sector Act 2009, Ethical Conduct and the legislative requirements of the Public Sector Act 2009 and Work Health and Safety Act 2012. Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups.	You may need a current driver's license 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: Alejandra Duron, HR Consultant		**Approved by**: Clare Feszczak, Executive Director, Student Pathways and Careers	
Date: June 2023		**Date:** July 2023	