MAKING A DIFFERENCE SO SOUTH AUSTRALIA THRIVES

Government of South Australia

ROLE DESCRIPTION

ROLE TITLE: Senior Project Officer

CLASSIFICATION: AS06

ROLE NUMBER:

AGENCY: Department of the Premier and Cabinet

DIVISION: Office for Autism

BUSINESS UNIT:

REPORTS TO: Principal Policy and Project Manager, Office for Autism

ROLES REPORTING TO THIS ROLE: nil.

BUDGET: nil.

ROLE PURPOSE: The Senior Project Officer is a role within the Department for Premier and Cabinet (DPC), Office for Autism (OFA) and is accountable to the Principal Policy and Project Manager, Office for Autism. The role will develop and implement project objectives that support the functions of the OFA. The role will contribute research and project management that includes the management and coordination of across Government initiatives and stakeholder engagement.

KEY OUTCOMES OF ROLE:

1. Develop and implement project plans that progress the OFA's strategic objectives.
2. Establish and maintain project management systems as directed.
3. Adhere to project management plans and timelines that support the delivery of objectives aligning with the strategic priorities of the OFA.
4. Provide information and advice as directed to inform high quality briefings and reports in a timely fashion, exercising discretion and tact.
5. Provide expert information and advice to the OFA senior managers pertaining to stakeholders and other strategic relationships aligning with the OFA's strategic objectives and goals.
6. Demonstrate sound ability to understand and work within the legislative, regulatory and best practice frameworks pertaining to the Department and across Government including processes and workflows.
7. Distribute timely information and advice to inform project work that is current, reflects actual, contemporary and innovative practices and accounts for all relevant legislative, policy and regulatory advances and reforms.
8. Demonstrate knowledge of and abilities to understand barriers impacting Autistic and autism communities and communicate effectively with diverse cohorts in a way that is autism and disability aware and culturally sensitive.
9. Deliver training and information sessions in a variety of formats on autism that align with the State Autism Strategy, Autism Inclusion Charter, and associated frameworks, ensuring content is evidence-based, inclusive and supports broader strategic objectives of the OFA.

KEY RELATIONSHIPS / INTERACTIONS:

- Director, Office for Autism
- Staff from Office for Autism
- Executives and staff across Department for Premier and Cabinet and across Government agencies
- Community stakeholders
- Autistic and autism communities.

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
  - ☒ National Police Check (required for all roles)
  - ☒ Working with Children Check
  - ☐ Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- Some out of hours work may be required.
- The DPC promotes flexible ways of working including part-time and job share. Applicants are encouraged to discuss the flexible working arrangements for this role.

KEY SELECTION CRITERIA:

- Demonstrated superior written and oral communication skills, including the ability to communicate complex concepts clearly to diverse audiences and deliver effective training in both online and face-to-face environments.
- Ability to manage complex projects demonstrating effective planning, scheduling, coordinating and monitoring with proven knowledge of project management principles and the ability to prepare project documentation that meets the requirements of all levels of management.
- A track record in achieving results in a fast-paced environment, including a track record of being a strong team player, and flexible without compromising on quality
- Strong interpersonal skills, including proven ability to communicate with diverse cohorts who may have support needs
- Proven ability to balance multiple priorities to specified deadlines and achieve objectives in a dynamic environment.
- Demonstrated experience in undertaking analysis and research to inform project plans and project management
- Proven ability to identify and manage important strategic relationships across Government and non-Government sectors to promote collaboration and achieve strategic and operational objectives.
- Demonstrated understanding and proven ability to apply critical analysis, sound judgement and discretion to navigate sensitive and complex issues.
- Demonstrated ability to contribute in a team environment and represent team values in a high-profile working environment.
- Demonstrated ability to work in flexible and dynamic environments in a way that is inclusive and accessible.
- Lived experience as an Autistic person, with demonstrated knowledge of the priorities, experiences and diversity of Autistic people, and experience engaging with Autistic and autism communities.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- Trust
- Service
- Collaboration and Engagement
- Honesty and Integrity

- Professionalism
- Respect
- Courage and Tenacity
- Sustainability

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- 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*, The Code of Ethics for the South Australian Public Sector, and the legislative requirements of the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Supports and Implements the Strategic Direction

☒ Understands the big-picture and contributes to the development of strategic direction
☒ Understands and supports organisational goals and business objectives
☒ Understands, supports and promotes organisational goals and business objectives
☒ Steers and implements change
☒ Identifies, defines and solves complex problems relating to the teams work objectives
☒ Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

☒ Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
☒ Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
☒ Ensures compliance with Public Sector legislation, regulations and policies
☒ Monitors project performance and takes action to improve the delivery of quality outcomes as required
☒ Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

☒ Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
☒ Keeps abreast of market trends, developments and economic/ legislative changes to meet current and future organisational needs
☒ Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
☒ Embeds a strong customer service ethos by understanding needs
☒ Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

☒ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
☒ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
☒ Works collaboratively and shares information with own team and seeks input from others
☒ Builds and sustains positive relationships with team members, stakeholders and clients
☒ Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

☒ Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
☒ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
☒ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
☒ Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
☒ Contributes to a culture that values and respects diversity and models this in all interactions
☒ Ensures standards for the safety and wellbeing of self and others are maintained