

Department for Child Protection

ROLE TITLE:	Lead Project Officer	DIVISION:	Finance and Corporate Services
CLASSIFICATION:	ASO7	DIRECTORATE:	Business Improvement
POSITION NO:	P44902	FTE:	1.0
DATE REVIEWED:	July 2022	ROLES REPORTING TO THIS ROLE: Senior Project Officer; Project Officer	
REPORTS TO:	Chief Financial Officer		
ROLE PURPOSE: The Lead Project Officer is a role within Department for Child Protection (DCP) and is accountable to the Chief Financial Officer for leading, developing, managing and implementing projects for DCP to achieve quality outcomes. Additionally, the role is responsible for providing expert advice to the DCP Executive, colleagues and across Government agencies and for maintaining effective consultative and working relationships between DCP and key stakeholders. The role will model appropriate leadership and professionalism and use initiative and judgement to deliver complex tasks.			
KEY OUTCOMES: <div><div><div>1. Lead and manage the development and implementation of projects to achieve quality outcomes using endorsed project management standards.</div><div>2. Contribute to the monitoring and evaluation of projects to ensure they achieve quality outcomes for DCP clients.</div><div>3. Manage, monitor, evaluate and report on project outcomes within established timeframes.</div><div>4. Prepare clear, detailed and timely submissions, reports, memos, letters and briefings and monitor appropriate follow up action for management.</div><div>5. Coordinate high quality briefings and reports (as required by the Chief Financial Officer) within required timelines.</div><div>6. Providing high level strategic leadership and expertise for the development, management and implementation of projects for DCP.</div><div>7. Manage complex and/or strategic contracts relating to projects to ensure partners and suppliers are meeting the performance levels, service level agreements, reporting requirements, and other negotiated conditions.</div><div>8. Conduct high level of research to support provision of advice to inform development, implementation of policies, programs and projects.</div></div><div><div>9. Provide high level of service, consultation and engagement with a wide range of internal and external key stakeholders to meet their business needs.</div><div>10. Lead by example and promote a culture of cross-team and cross-agencies collaboration and maintaining a culture of performance, professionalism and continuous improvement within the team.</div><div>11. Coordinate the implementation processes for sensitive, innovative and complex strategies that impact on service wide operations.</div><div>12. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with DCP policy & procedure, and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.</div></div></div>			
KEY RELATIONSHIPS/INTERACTIONS: <div><div><div>• Chief Financial Officer</div><div>• Business Improvement team</div><div>• DCP Executive</div></div><div><div>• Management and staff within the Finance and Corporate Services directorate</div><div>• Non-government organisations and peak body organisations</div><div>• Other Government Departments</div></div></div>		QUALIFICATIONS: Essential: Nil Desirable: An appropriate tertiary qualification in a relevant discipline and/or relevant vocational experience and knowledge	



KEY SELECTION CRITERIA:

- Proven experience in developing, leading and implementing successful programs of work and/or projects.
- Demonstrated ability to work under limited direction, and collaboratively as part of a team, exercising judgment in the prioritisation of work activities in an environment of competing priorities, in order to achieve objectives within required timeframes.
- Demonstrated experience and ability to work effectively with Aboriginal stakeholders in the development of policies, projects and programs.
- High level interpersonal skills and the ability to communicate effectively both verbally and in writing (including complying with briefing requirements), in a clear and concise manner, to a wide range of stakeholders within and outside the public sector.
- Proven ability to identify and deliver strategic and operational outcomes in a sensitive and complex environment.
- Demonstrated experience in providing concise and comprehensive written and verbal briefings and advice on complex issues.
- Demonstrated knowledge of Procurement Services SA (PSSA) procurement and contract management policies and guidelines.
- Demonstrated ability to work effectively in a team environment and in a high profile, complex and sensitive work context.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.

CORE CAPABILITIES & EXPECTED BEHAVIOURS**Implements Change**

- Prepares for change
- Implements and monitors change
- Works with ambiguity in the workplace
- Has an appreciation of systems thinking

Addresses Client Needs

- Assists clients to articulate needs
- Satisfies client needs
- Exercises judgment to resolve client service issues
- Responds to enquiries
- Receives and gives directions
- Participates in meetings
- Makes presentations within the workgroup

Works Effectively in the Organisation

- Applies information relating to the machinery of government
- Applies knowledge of organisational functions

Gives and Receives Workplace Feedback

- Seeks and acts on workplace feedback
- Provides informal feedback in the workplace
- Provides formal feedback in the workplace
- Participates in learning to update knowledge and practice, targeted to professional needs and/or system priorities

Maintains and Enhances Confidence in SA Public Education and Care

- Applies ethical standards
- Responds to ethical problems
- Understands the implications of and complies with relevant legislative, administrative, organisational and professional requirements, policies and processes

Contributes to Workgroup Activities

- Establishes workgroup parameters
- Participates in the workgroup

PUBLIC SECTOR VALUES✓ **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

✓ **Collaboration & Engagement:**

We create solutions together

✓ **Honesty & Integrity:**

We act truthfully, consistently and fairly

✓ **Courage & Tenacity:**

We never give up

✓ **Sustainability:**

We work to get the best results for the current and future generations of South Australians

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the State Records Act 1997 and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the Children and Young People (Safety) Act 2017, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.



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- Applies knowledge of protocols

Builds and Maintains Internal and External Networks

- Identifies and develops links with key internal stakeholders
- Participates in professional and community networks and forums to broaden and improve practice and service delivery.

- Assists workgroup members
- Recognises and values individual differences
- Works effectively with diverse clients and colleagues
- Keeps up-to-date and seeks continuous improvement in the professional discipline

- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the Public Sector Act 2009 and Work Health and Safety Act 2012.

SPECIAL CONDITIONS

- The successful applicant is required to gain a Department of Human Services (DHS) working with children check (WWCC) prior to being employed which is required to be renewed every five years before expiry.
- Some intra/interstate travel (including in a small aircraft) including overnight stay may be required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Chief Financial Officer.
- Some out of hours work may be required, including weekends.
- A current Australian driver's licence and a willingness to drive is essential.
- May be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- The incumbent will be required to undertake Child Safe Environments Training and updated training as required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).

Approval Date: 2nd August 2022

