

Lead Project Officer, Placement Services

Department for Child Protection

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential.*

CLASSIFICATION:	ASO7	DIRECTORATE:	Carer Services Directorate
REPORTS TO:	Manager, Placement Services Unit	FTE:	1.0
ROLES REPORTING TO THIS ROLE:	Nil		
ABOUT THIS ROLE:			

The Lead Project Officer is responsible for leading, developing, managing and implementing projects in the Placement Services Unit (PSU) 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 delivery complex tasks.

YOU WILL BE ADDING VALUE BY:

1. Lead and manage the development and implementation of projects to achieve quality outcomes using endorsed project management standards.
2. Contribute to the monitoring and evaluation of projects to ensure they achieve quality outcomes for DCP clients.
3. Manage, monitor, evaluate and report on project outcomes within established timeframes.
4. Prepare clear, detailed and timely reports, memos, letters and briefings and monitor appropriate follow up action for management.
5. Coordinate high quality briefings and reports (as required by the Manager/Director) within required timelines.
6. Contribute to a work environment where staff are challenged and stretch to develop their competence, and encourage and provided with opportunities for professional development.
7. Providing high level strategic leadership and expertise for the development, management and implementation of projects for DCP.
8. Conduct high level of research to support provision of advice to inform development, implementation and continuous improvement of policies, programs and projects.
9. Provide high level of service, consultation and engagement with a wide range of internal and external key stakeholders to meet their business needs.
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.
11. Coordinate the implementation processes for sensitive, innovative and complex strategies that impact on service wide operations.
12. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
13. 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.



WHO YOU WILL WORK WITH:

Internal

- Manager, PSU (line manager)
- Director, Carer Services
- Executive Director, Out of Home Care
- Management and staff within the Carer Services Directorate
- DCP staff

External

- Non-government organisations
- Other Government Departments
- Peak Body organisations

QUALIFICATIONS

Essential:

- Nil

Desirable:

- Nil

YOUR CAPABILITIES:

- 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.
- 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 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.

OUR COLLECTIVE 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.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Manager, PSU.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.



- 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.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- 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*.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT: June 2026



Government of South Australia
Department for Child Protection