Role Description

Role title:	Classification:
Senior Project Officer	ASO6
Division/Business unit:	**Reports to:**
Ageing, Disability Policy and Safeguarding / Disability Policy and Reform	Manager, Disability Strategy and Partnerships

Role purpose:

The Senior Project Officer is a role within Disability Policy and Reform and is accountable to the Manager, Disability Strategy and Partnerships for:

- Developing, implementing and evaluating strategic reforms and projects that focus on access and inclusion for people with disability.
- Creating connections and maintaining productive working relationships and collaborations with relevant stakeholders across DHS, the broader government, and the sector.
- Identifying and analysing state, national, and international policy agendas relevant to access and inclusion and utilising this information to formulate responses to support strategy development and implementation.

Key outcomes and accountabilities:

1. Analyse, scope, and consult on strategic initiatives with key stakeholders including Commonwealth, State and Local Governments, and the non-Government sector, identifying development opportunities for the agency and portfolio.
2. Developing and maintaining strong, collaborative relationships with lived experience advisory committees, ensuring their perspectives, insights and expertise meaningfully inform policy development, project planning, implementation and continuous improvement initiatives.
3. Develop, implement, and manage strategic initiatives by preparing project briefs, plans, information analyses, costings, managing risk, monitoring and evaluating outcomes, and reporting on project progress and completion.
4. Assist with the coordination, collection, and analysis of data and information from relevant stakeholders and authorities to support reporting, monitoring and evaluation activities, ensuring timely provision of accurate information and progress updates.
5. Contribute to the promotion of opportunities for Disability Policy and Reform to work in partnership to enable outcomes to be delivered responsively and in a coordinated manner.
6. Develop team aims and objectives and contribute to their attainment.

Note: 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.

Special conditions:

Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.

Key Relationships/Interactions:

- Manager, Disability Strategy and Partnerships (line manager)
- Staff within Disability Strategy and Partnerships
- Managers and staff within Disability Policy and Reform
- Director, Disability Policy and Reform
- DHS Executives, Directors, and other staff
- Other Government and non-Government agency representatives

Budget/Delegations:

No budget or delegations accountabilities for this role.

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Treat all individuals with fairness and respect, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- Promote and maintain inclusive workplaces that embrace diversity and actively support difference.
- Demonstrate zero tolerance for discrimination, harassment, or disrespectful behaviour towards or by clients, colleagues, contractors, or stakeholders.

Role specific capabilities: *(Skills, experience, knowledge, attributes)*

1. **Strategic Advice** - Ability to interpret and explain government policy and processes, especially as it relates to human service delivery and service development through sound written and oral communication skills; provide conceptual and strategic advice to senior management and Ministers using high level writing skills to produce quality briefings.
2. **Developing Procedures** - Anticipate the need for development of new procedures; provide direction and technical advice on changes to existing policy, projects and procedures.
3. **Analysing and Reporting** - Analyse and integrate information from a variety of resources to develop and deliver reports and presentation; analyse content to develop solutions and generate alternative courses of action to solve issues.
4. **Accountability and Decision Making** - Take responsibility for and is able to demonstrate justifiable reasons for actions and decisions. Make decisions within area of responsibility, evaluating all available information and taking action in line with organisational policy and values.
5. **Initiative and Problem Solving** - Take prompt action to solve problems, act on own judgement without prompting, look to go beyond job requirements to achieve objectives, analyse problems and think creatively to negotiate and implement sound solutions.
6. **Task Management** - Ability to determine priorities, manage complex and competing priorities and develop effective resolutions both individually and through working with others.

Qualifications:
Not Applicable.

Key leadership competencies and expected behaviours at this classification:
Supports and implements strategic direction ☒ Understands the big picture and contributes to the development of strategic direction for the BU. ☐ Assumes ownership of team goals and business objectives. ☒ Works with a whole-of-government mindset and aligns objectives with organisational priorities. ☒ Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty. ☐ Identifies and analyses complex problems relating to the team's work objectives.
Achieves and monitors own results ☐ Delivers results and improvements to meet team objectives. ☒ Evaluates existing systems and resources, and identifies opportunities for development and improvement. ☐ Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations. ☐ Abides by the laws, regulations and policies determining team and individual role activities. ☒ Holds self and others accountable for reaching team outcomes, and escalates issues where necessary. ☐ Monitors team/project performance and seeks feedback to guide improvements. ☒ Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.
Enhances service delivery excellence ☐ Adds value to the BU by setting, reaching and encouraging high performance standards. ☒ Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business. ☒ Provides others with ongoing feedback and coaching for development. ☒ Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards. ☐ Embeds a strong customer service ethos by understanding needs. ☒ Effectively manages resources to meet competing and complex demands.
Cultivates productive working relationships ☒ Seeks to understand the perspectives of others and the implication in the wider public sector. ☐ Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon ☐ Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds. ☒ Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes. ☒ Engages in strategic relationships with internal and external stakeholders. ☒ Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly
Exhibits personal drive and professionalism ☐ Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour. ☒ Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes. ☒ Adapts effectively to changing priorities and work demands, responding in a controlled manner. ☐ Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others. ☐ Promotes a culture that values respect and diversity within the team, and models this in all interactions. ☐ Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

Approval:		
Assessed by: James Johnson, Human Resources Business Partner		Date: 30/10/2026
Approved by: Gabrielle Hummel, Director, Disability Policy and Reform		Date: 30/10/2026