

JOB AND PERSON SPECIFICATIONS

Position Title:	Senior Project Officer
Position No:	TBA – multiple roles available
Classification Level:	ASO6
Type of Appointment:	Temporary term up to 18 December 2026
Branch:	To be confirmed
Date Updated:	May 2025

JOB SPECIFICATION

ROLE SUMMARY

The Senior Project Officer is responsible for contributing to the development and delivery of projects and initiatives that meet the strategic and business needs of the Electoral Commission SA (ECSA) for the 2026 state, first nations voice to parliament and local council elections. This will be achieved by engaging in and overseeing project research activities, stakeholder consultation, project planning and design, project delivery and closure while monitoring and reporting on project status to comply with governance arrangements.

The incumbent may be allocated and assigned to contribute to the delivery of projects for any functional area across ECSA, including but not limited to facilities management, transport and logistics, central processing, call centre, warehousing and voting services (i.e. early voting, telephone-assisted voting). This may include contributing to reform processes, business process improvements, and managing multiple projects from initiation through to closure simultaneously.

The Senior Project Officer will also be expected to deliver high-quality outcomes that meet business needs and objectives, whilst proactively pursuing innovative solutions and effectively collaborating with all stakeholders to ensure successful delivery outcomes.

The Senior Project Officer is responsible to a Functional Manager and works closely with all ECSA employees and managers. The position may be responsible for the supervision of ongoing, temporary or casual employees allocated to assist with project delivery.

KEY RESPONSIBILITIES

- Efficient and comprehensive day-to-day management of projects and governance activities to ensure the delivery of project outcomes.
- Lead the research and analysis of information on matters pertaining to assigned projects, particularly significant new projects where there are no established processes.

- Prepare project plans, project briefs, business cases (if required), briefing papers, project documentation, project evaluations and closure reports, as well as report on project progression.
- Lead and manage any research and consultation processes and activities with a variety of stakeholders to establish buy-in and promote understanding and acceptance.
- Manage physical and financial resources to meet competing and complex priorities, agreed timelines and allocated budgets.
- Identify, assess and manage project risks in accordance with ECSA's risk management framework.
- Effective and timely reporting on projects, emerging issues and risks.
- Monitor and raise awareness of trends, issues and opportunities to meet current and future project/business needs.
- Lead and guide project staff in the delivery of project tasks and activities to ensure timelines are met, whilst promoting a high-performance culture.
- Participate and contribute to projects, tasks and activities as required.
- Represent ECSA on relevant committees and working parties as required.

AGENCY RESPONSIBILITIES

- Contribute to effective election management and the provision of best practice electoral services by investigating opportunities to enhance operations and assuming responsibility for specific state and local government electoral projects and agency projects.
- Demonstrate appropriate and professional workplace behaviours that are in-line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity and Ethical Conduct according to the principles of the Public Sector Act 2009.
- Contribute to a safe and healthy work environment by taking reasonable care to protect your own and others' health and safety at work by having a knowledge of, and complying with, legislation and ECSA policies and procedures related to the Work Health and Safety Act 2012 (SA).
- Utilise resources and information in a responsible and accountable manner and comply with all Public Sector and ECSA financial, procurement, IT and HR policies and procedures.
- Actively participate in ECSA's Performance Management and Development Program.
- Uphold the values of ECSA as reflected in the Strategic Plan.
- Adhere to quality service standards to ensure objectives of ECSA's Customer Service Charter are fulfilled.
- Keep accurate and complete records of business activities in accordance with the State Records Act 1997.

You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

SPECIAL CONDITIONS

- In order not to compromise the strict neutrality of the Commission, no person who is active in political affairs or intends to carry on this activity may be an employee.
- Employment is dependent upon a National Police Certificate clearance that the Commission finds satisfactory.
- Extensive out of normal working hours duty may be required during the period of an election.
- ECSA staff will be required to work collaboratively with both internal and external staff, contractors, and service providers to ensure smooth operations of ECSA functions, in particular during election events.
- ICT staff will be required to remain current in their training related to technology and data security and understand roles and notification requirements in the event of an incident or breach.
- Some interstate and intrastate travel may be required.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Qualifications

- Nil

Personal Abilities, Aptitudes, Skills

- Proven analytical and research skills, including an ability to think creatively and in an applied manner.
- Demonstrated ability to successfully manage multiple concurrent work programs, dealing with competing priorities, multiple stakeholders, unplanned change and meeting immutable deadlines.
- Demonstrated ability to work independently, as well as collaboratively as a member of a team, under broad direction, to determine priorities, organise workloads, and manage high volumes of quality work within tight timeframes.
- Ability to exercise initiative, sound professional judgement and adaptability to respond to changing circumstances and priorities.
- Proven ability to work collaboratively in a team environment, contribute to and encourage a culture of teamwork, service delivery excellence and a shared responsibility for achieving results.
- High-level written and oral communication skills and ability to communicate complex concepts.

Experience

- Experience in managing programs of work including planning, documenting, scheduling, controlling and implementing projects.

- Proven experience in the development, management and oversight of a range of significant projects.
- Proven experience in leading and supervising a range of employees in the delivery of project tasks and activities to achieve agreed outcomes.
- Experience in interpreting, understanding and applying legislation.

Knowledge

- Nil

DESIRABLE CHARACTERISTICS

Qualifications

- Tertiary studies and/or appropriate qualifications in project management or similar discipline.

Personal Abilities, Aptitudes, Skills

- None specified

Experience

- None specified

Knowledge

- Working knowledge and understanding of the *Electoral Act 1985* and associated Regulations.
- Project management frameworks, methodologies, principles and processes
- Change management principles and practices.

Reviewed and approved by Deputy Electoral Commissioner:			
Accepted by Employee:			/ /

Name

Signature

Date