

JOB AND PERSON SPECIFICATIONS

Position Title:	Project Officer - Policy
Position No:	TBA
Classification Level:	ASO6
Type of Appointment:	Temporary term up to 26 June 2026
Branch:	Communications and Engagement
Date Updated:	May 2025

JOB SPECIFICATION

ROLE SUMMARY

The Project Officer is responsible for contributing to the development and delivery of Communications and Engagement branch projects, activities and initiatives for the 2026 state election.

This position will contribute to election projects and the development of policies, procedures and documentation that support the implementation of assigned activities and wider branch and organisational projects and objectives.

This will include updating state district maps and profiles, researching district language profiles, recommending bilingual staffing requirements and language translations for ECSA materials, and delivering the end-to-end post-election survey requirements.

The Project Officer reports to the Manager Communications and Engagement and works closely with all ECSA employees and managers. The position will develop working relationships with a range of external stakeholders in state, federal and local government agencies, and non-government and community organisations.

KEY RESPONSIBILITIES

- Research and analyse information on matters pertaining to assigned projects and activities.
- Prepare project/ activity briefs, briefing papers, project/ activity documentation, evaluations and closure reports, as well as report on project/ activity 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 resources to meet competing priorities, agreed timelines and allocated budgets.
- Identify, assess and manage project/ activity risks in accordance with ECSA's risk management framework.

- Effective and timely reporting on projects/ activities, emerging issues and risks.
- Review and update the state district profiles for 2026-2030, primarily the geographical elements, for upload onto the ECSA website.
- Liaise and engage with external supplier to develop new static electoral district maps for the ECSA website.
- Collate information relating to 2026-2030 district boundaries, 2026 polling place locations and additional polling place information and work with external supplier to update ECSA's interactive maps on the website.
- Undertake research to determine suburbs/localities with significant numbers of non-English speaking adult citizens and recommend specific language speakers to assist electors at specific polling places.
- Undertake research and consult with SA Multicultural Affairs to identify which languages ECSA should translate materials into for the state election and then coordinate the materials to be translated using an external supplier.
- Manage the post-election survey of electors and survey of election staff for the state election, including identifying a research provider, reviewing and updating existing survey questions, managing the deployment of surveys and collating and distributing results to relevant stakeholders.
- Review data and results of elections to make informed decisions about the success of an election.
- Participate and contribute to any projects, tasks and activities across ECSA and 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

- Demonstrated high level analytical, research and evaluation skills.
- Proven ability to analyse issues/project outcomes, make valid conclusions, develop appropriate strategies and solutions and provide advice.
- Demonstrated ability to select and apply interpersonal skills to negotiate and liaise effectively, and communicate courteously, professionally and accurately with people from diverse backgrounds.
- Demonstrated ability to work under broad direction, manage significant volumes of work, identify outcomes, plan and coordinate activities, establish priorities, and achieve objectives within tight deadlines, often in an environment of competing priorities.
- Ability to use initiative, 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.

- Highly developed written and interpersonal communication skills, in particular the ability to prepare and present research in audience appropriate formats.

Experience

- Experience in contributing to projects/ activities and managing programs of work including planning, documenting, scheduling, controlling and implementing.
- Experience in working with and understanding legislation.
- Experience in the preparation of timely, efficient and relevant reports, publications, briefing notes and other information on a wide range of issues, for internal and external stakeholders and/or the broader community.

Knowledge

- Nil

DESIRABLE CHARACTERISTICS

Qualifications

- An appropriate tertiary qualification in the social sciences or other degree level qualification that includes significant components covering research and statistical skills.

Personal Abilities, Aptitudes, Skills

- Experience in interpreting, understanding and applying legislation.

Experience

- Nil

Knowledge

- Knowledge of state, local government and/or federal electoral systems and associated processes, practices and requirements.

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

Name

Signature

Date