

## JOB AND PERSON SPECIFICATIONS

Position Title:	<b>Project Officer</b>
Position No:	<b>TBA – multiple roles available</b>
Classification Level:	<b>ASO5</b>
Type of Appointment:	<b>Temporary term up to 18 December 2026</b>
Branch:	<b>To be confirmed</b>
Date Updated:	<b>May 2025</b>

### JOB SPECIFICATION

#### ROLE SUMMARY

The Project Officer is responsible for contributing to the management, 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 supporting and coordinating 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, warehousing and voting services (i.e. early voting). This may include contributing to reform processes, business process improvements, and managing multiple projects from initiation through to closure simultaneously.

The Project Officer is responsible to a Senior Project Officer or 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 coordination of project activities to contribute to the delivery of project outcomes.
- Contribute to the research and analysis of information on matters pertaining to assigned projects, particularly projects where there are no established processes or documentation.
- Support the preparation and development of project plans, briefing papers, project documentation, project evaluations and closure reports, as well as report on project progression.

- Support any research and consultation processes and activities with a variety of stakeholders to establish buy-in and promote understanding and acceptance.
- Coordinate and supervise physical and financial resources to meet agreed timelines and allocated budgets.
- Contribute to the identification, assessment and management of project risks in accordance with ECSA's risk management framework.
- Contribute to timely reporting on projects, emerging issues and risks.
- Monitor and raise awareness of trends, issues and opportunities to meet current and future project needs.
- Support 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**

- 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 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.
- High-level written and oral communication skills.

**Experience**

- Experience in coordinating programs of work and undertaking a range of activities to deliver project objectives.
- Proven experience in the development, management and oversight of a range of projects, tasks and activities.
- Experience in supervision and coordination of employees to deliver tasks and activities to achieve agreed outcomes.

**Knowledge**

- Nil

**DESIRABLE CHARACTERISTICS****Qualifications**

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

**Personal Abilities, Aptitudes, Skills**

- None specified

**Experience**

- Experience in interpreting, understanding and applying legislation.

**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**