

Project Officer (ASO5)



Government
of South Australia
Department for Infrastructure
and Transport

Role statement

Organisational alignment	Division:	Transport Policy and Regulation
	Directorate:	Road Safety Policy and Reform
	Section:	Heavy Vehicle Policy
Reporting relationships	Reports to:	Manager, Heavy Vehicle Policy
	Direct reports:	NIL

Role overview

The purpose of the Road Safety Policy and Reform Directorate is to develop and implement policy in the areas of road safety, vehicle registration, driver licensing, heavy vehicles, transport innovation policy and passenger transport to deliver benefits and outcomes for customers, the community and the economy and to provide advice across the Transport Policy and Regulation Division.

The Project Officer is accountable to the relevant Section or Unit Manager within the Road Safety Policy and Reform Directorate for contributing to the ongoing development of legislation, regulations, standards, guidelines, rules, policies, initiatives and programs, while participating in projects and reforms across the Directorate and Division. The role is responsible for the planning, coordination and related administration activities of several senior level road safety governance committees.

The Project Officer role requires excellent verbal and written communication skills, executive support officer skills and a proven ability to effectively collaborate with a range of internal and external stakeholders to support the Directorate's goals and the achievement of national and state objectives in line with regulatory and economic reform agendas.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

The Project Officer is required to undertake a wide range of activities which may include all or any of the following:

- Coordinate and contribute to agency programs and projects, including service, system and policy reform initiatives that are broad in scope.
- Provide support to heavy vehicle state and national working groups as required, including working effectively across various departmental agencies to provide advice and consolidate departmental positions.
- Undertake investigations and prepare reports and recommendations on matters of some complexity and sensitivity.
- Apply strategic thinking, innovative solutions, collaboration and teamwork with staff, clients and others to achieve complex and sometimes conflicting objectives consistent with Agency goals.
- Demonstrate flexibility by performing a variety of different functions and adapting to new situations, including the participation and contribution to multi-disciplinary project teams to deliver strategic priorities.
- Engage and liaise with internal and external stakeholders on relevant policy matters, including any change proposals.
- Promote a high standard of customer service and proactively consider legislative, regulatory and business risk.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- A Working with Children Check (WWCC) is required prior to employment with the Department for Infrastructure and Transport, which must be renewed every five years before expiry.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- Appropriate tertiary qualification in project management, policy or transport related fields is desirable.

Technical capabilities

- Well-developed interpersonal skills to successfully engage with stakeholders and manage relationships.
- An understanding of the challenges and opportunities impacting the State's freight-based transport system.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Proven experience in successfully coordinating and/or implementing, programs, projects, systems, policies and/or services requiring the efficient utilisation of resources and where required, the performance management and development of employee.
- Contemporary knowledge of the discipline and the issues, risks, trends and directions associated with the span of assigned functions including an understanding of related government programs and policies.
- High level analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.
- Demonstrates ability to deliver departmental programs under limited direction, and in a timely manner collaborates intra-departmentally to seek and provide informed advice on complex issues to mitigate the agency's risk.
- Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.
- Proven ability to work under limited direction, independently or as part of a team, identify performance outcomes, plan and coordinate activities, set priorities, achieve objectives within deadlines and make timely and well-informed decisions.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, Road Safety Policy and Reform

People, Culture and Capability Use Only	KNet ID: #24758754	ANZSCO code: <511231>	Position number: P68975
---	--------------------	-----------------------	-------------------------

