

JOB AND PERSON SPECIFICATIONS

Position Title:	PMO, Project Officer
Position No:	P56475
Classification Level:	ASO4
Type of Appointment:	Temporary term role up to December 2026
Branch:	Executive
Date Updated:	June 2025

JOB SPECIFICATION

ROLE SUMMARY

The PMO, Project Officer is a temporary role created to support the election project planning activities for the 2026 state, first nations voice to parliament and local council elections.

The PMO, Project Officer will coordinate, develop and implement quality administrative systems and practices that support effective and efficient project management activities. This will include providing project support to senior PMO employees responsible for the development and delivery of election planning and preparation activities in-line with established organisational priorities and objectives.

The PMO, Project Officer will report to the Strategic Projects Lead and will work closely with other dedicated project planning roles, and collaborate across all teams within ECSA.

KEY RESPONSIBILITIES

- Provide a range of project support services, including preparation of reports and briefs, coordinating resources, maintaining documentation and monitoring plans.
- Support project governance through scheduling, and preparation of papers and minutes.
- Manage electronic filing systems and processes for project activities.
- Develop and implement processes to ensure the maintenance of accurate information and records which meet reporting and corporate governance requirements.
- Contribute to the development and implementation of policies and processes that support election and workforce planning and provide assistance in their administration and operationalisation.
- Liaise with stakeholders regarding project policies and processes, to ensure the efficient exchange of information.
- Manage stakeholder access to project planning software and databases and train users appropriately.

- Undertake project and research work that supports the elections planning activities.

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.
- Some interstate and intrastate travel may be required.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Qualifications

- Not applicable.

Personal Abilities, Aptitudes, Skills

- Strong attention to detail with ability to check the accuracy of information, collect, collate, analyse and report on data from a range of sources.
- Proven ability to build and maintain effective working relationships with stakeholders.
- Proven ability to use initiative, facilitate cooperation and to work successfully to meet priorities.
- Proven ability to communicate professionally at all levels, to work effectively autonomously and collaboratively across teams.
- Proven ability to collaborate effectively across teams.
- Proven time management skills, including the ability to organise workflow and adapt to changing day-to-day demands, determine priorities and meet deadlines.

Experience

- Experience in the development and maintenance of project management office systems and procedures.
- Demonstrated experience in supporting complex projects/programs, requiring problem analysis and provision of appropriate recommendations and solutions.
- Proven experience in analysing and researching information, preparing reports, minutes and general correspondence.
- Experience in the use of spreadsheets, databases and project management systems and tools.

Knowledge

- Knowledge of project management procedures and processes.

DESIRABLE CHARACTERISTICS

Qualifications

- Not applicable.

Personal Abilities, Aptitudes, Skills

- Not applicable

Experience

- Not applicable.

Knowledge

- Working knowledge of state, local government and federal electoral systems and associated processes, practices and requirements.

Reviewed and approved by Deputy Electoral Commissioner:			
Accepted by Employee:			/ /
	Name	Signature	Date