



KORNAR WINMIL YUNTI - KWY

JOB DESCRIPTION

1. Role details	
Job Title	Senior Project Officer
Start Date	As per contract
Location	Parkside, South Australia
Salary	SCHADS Level 5.1 – 6.3
Job Status	Full – Time or Part- Time
Reports to	Senior Manager, Business Development
2. ROLE CONTEXT	
<p>The Senior Project Officer is a key role within KWY, responsible for coordinating and delivering a range of strategic and operational projects across the organisation. This includes leading tender and grant writing processes, contributing to program design and implementation, and supporting system and process development to strengthen KWY's service delivery and impact.</p> <p>Reporting to the Senior Manager, the Senior Project Officer works collaboratively within a high-performing team that drives innovation, growth, and quality improvement across KWY. The role requires strong administrative, strategic, and technical capabilities to ensure projects are delivered on time, on budget, and in alignment with KWY's values and objectives.</p> <p>As Senior Project Officer, you will:</p> <ul style="list-style-type: none">• Lead and coordinate tender and grant submissions, including identifying funding opportunities, developing proposals, and ensuring timely and high-quality submissions• Conduct program design, service modelling, and the implementation of new and existing initiatives	



- Develop and manage project plans, timelines, deliverables, and risk assessments across a variety of internal and external projects
- Undertake research, policy analysis, and evaluation activities to support evidence-based practice and organisational learning
- Draft high-quality reports, policy submissions, and briefing documents
- Support the development and review of organisational policies and procedures
- Engage with stakeholders and partners through consultation, communication, and collaborative project work
- Ensure compliance with funding requirements, data management, and reporting standards
- Contribute to quality assurance and continuous improvement processes
- Work in a culturally responsive, trauma-informed manner that reflects KWY's values and commitment to community.

3. ESSENTIAL CRITERIA

To be considered for this role, applicants should have:

1. Highly developed cultural acumen, including a deep understanding of the issues affecting Aboriginal and Torres Strait Islander Peoples and communities.
2. Demonstrated experience in project management, public policy and/or community development
3. Proven experience in grant and tender writing, including successful submissions
4. Strong project management skills, with the ability to manage multiple priorities
5. Excellent written and verbal communication skills, including reports and submissions
6. Strong research and analytical skills, with the ability to present data effectively
7. Experience in services that implement culturally responsiveness and trauma-informed practice, particularly with Aboriginal and Torres Strait Islander communities
8. Collaborative approach and ability to build effective stakeholder relationships and networks
9. Strong organisational skills and attention to detail
10. Proficiency in Microsoft Office programs including Outlook, Word, Excel, and PowerPoint.



DESIRABLE

- Demonstrated knowledge and experience working with Aboriginal and Torres Strait Islander families and communities.
- Understanding of project management terminology, tools and techniques.
- Familiarity with qualitative and quantitative research methodologies.
- Experience in developing budgets
- Relevant qualifications in project management, public policy and/or community development

4. ROLES AND RESPONSIBILITIES

Projects, Tenders and Grants	<ul style="list-style-type: none">• Write tenders and grants of high quality• Design new service delivery programs in response to funding and tender opportunities• Drives successful delivery of projects and initiatives that contribute to the development of service design, policies and strategies• Undertakes project management tasks to deliver projects and other initiatives• Produces high quality tenders, grants, reports, presentations and other documentation• Develop new programs and review or evaluate existing ones.
Research	<ul style="list-style-type: none">• Undertaking research to inform KWY on known and emerging policy and social issues• Researching best practice, national and international models of service delivery and assess the potential to adapt them to the local community context under cultural guidance• Analysing and synthesising data, identifying emerging trends and priorities• Uses data and evidence to inform the development of policy/program decisions relating to improved client outcomes• Undertakes critical analysis to identify issues and barriers to ensure ongoing project improvements.



Business Planning, Strategy and Reporting	<ul style="list-style-type: none"> • Develop and report on project development • Assist in business and strategic development • Assist in communications strategies, plans and initiatives • Support the strategic direction and growth of KWY. Submitting high quality reports as required.
Stakeholder Engagement	<ul style="list-style-type: none"> • Build relationships with stakeholders • Attend meetings with stakeholders • Conduct consultation with a variety of stakeholders and staff • Establish and maintain open and effective communication channels and working relationships with management and stakeholders.
Contribute to organisational culture	<ul style="list-style-type: none"> • Actively participate and contribute to responsible and culturally safe work practices • Embrace diversity and cultural differences in the workplace

	<ul style="list-style-type: none"> • Be aware of Aboriginal cultural practices and/or differences and seek cultural consultation to promote inclusive practice • Attend cultural supervision • Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement. • Contribute to the development and maintenance of a positive, supportive, and collaborative team environment • Follow the direction of and have an open line of communication with line management • Understanding and adhering to all KWY policies and procedures.
Other	<ul style="list-style-type: none"> • Fulfil other duties as required by management and other department personnel as requested/required • The above list is not exhaustive, and the role may change to meet the overall objectives of the company.

5. KWY Staff are required to work in accordance with the legislative and professional requirements including:

- Children and Young Persons (Safety) Act 2017
- Government of South Australia-interagency Code of Practice 2001
- Professional Practice Standards consistent with the area of practice