

# Position Description

## Curriculum Policy Officer

### Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

### Our values

We are part of the South Australian public sector and share the values of:

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| <b>SERVICE</b>                                                                    | <b>PROFESSIONALISM</b>                                                            | <b>TRUST</b>                                                                      | <b>RESPECT</b>                                                                    | <b>COLLABORATION &amp; ENGAGEMENT</b>                                             | <b>HONESTY &amp; INTEGRITY</b>                                                      | <b>COURAGE &amp; TENACITY</b>                                                       | <b>SUSTAINABILITY</b>                                                                    |
| We proudly service the community and the South Australian Government.             | We strive for excellence.                                                         | We have the confidence in the ability of others.                                  | We value every individual.                                                        | We create solutions together.                                                     | We act truthfully, consistently, and fairly.                                        | We never give up.                                                                   | We work to get the best results for current and future generations of South Australians. |

### About Curriculum and Learning

The Curriculum and Learning Division is responsible for supporting educators within the public education system to provide the best learning possible to our children and young people. Driving its work is the Strategy for Public Education and the achievement of our ambitions for our learners. The Division has responsibility for all curriculum and learning initiatives, policies, and programmes and has recently undergone a functional design process resulting in the establishment of six directorates, four of which are new to the division.

The directorates are:

- Aboriginal Education
- Curriculum
- Curriculum Strategy and Planning
- Curriculum Connections and Engagement
- Early Years Curriculum and Learning
- Learning and Teaching



The **Curriculum Strategy and Planning** directorate is responsible for division-wide performance monitoring, strategic planning and advice. It oversees project management, research, data management and evaluations, and coordinates policies and briefings across the division, in consultation with subject matter experts.

## About this role

The Policy and Research team is responsible for developing divisional policy, providing briefing services for the division, and leading research and evaluation of division-wide projects and programs.

The Curriculum Policy Officer plays a pivotal role in supporting Principal Policy Officers and Policy and Project Officers by undertaking comprehensive policy analysis and research, actively monitoring the educational policy context locally, state, and national levels, and maintaining a horizon scanning function that aligns with intergovernmental policy direction and priorities.

The Curriculum Policy Officer also provides expert advice to senior executives and may participate on intra- and inter-government committees, working groups and forums, contributing to cross-agency collaboration, policy alignment and strategic outcomes.

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|------------------------------|-----------------------------------------------------------|
| <b>Position title</b>        | Curriculum Policy Officer                                 |
| <b>Classification</b>        | ASO7                                                      |
| <b>Division</b>              | Curriculum and Learning                                   |
| <b>Directorate</b>           | Curriculum Strategy and Planning                          |
| <b>Location</b>              | Education Support Hub, 8 Milner Street, Hindmarsh SA 5007 |
| <b>Reports to</b>            | Senior Manager, Policy and Research                       |
| <b>Direct reports</b>        | Nil                                                       |
| <b>Role description date</b> | August 2026                                               |

## What you will do (key outcomes)

1. Lead, coordinate and conduct strategic policy research and analysis on curriculum, pedagogy, learning and teaching, and related educational matters, providing evidence-based insights and recommendations that inform divisional and departmental policy development and high-level advice.
2. Prepare comprehensive reports, evidence reviews, policy papers, and other policy outputs, including analysis and identifying of policy options, that support divisional and departmental objectives and underpin effective decision-making and strategy.
3. Coordinate and implement horizon scanning and monitoring of the educational policy environment at state, national and international levels, producing high-quality reports, briefings, correspondence, and visual communication that synthesise findings and offer actionable recommendations to senior stakeholders.
4. Establish and maintain robust, effective partnerships and networks across departmental, government, and sector stakeholders to gather intelligence, ensure the accuracy of policy information, and actively shape and influence policy directions consistent with current evidence and

best practice.

5. Participate on intra- and inter-government committees, working groups, and forums, as necessary, collaborating with external stakeholders to advance cross-agency policy alignment and contribute to the achievement of strategic priorities and outcomes.
6. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

### The capabilities you will bring (key competencies)

- **Policy research:** Extensive experience planning, coordinating, and delivering rigorous policy research and analysis on complex and, at times, contentious issues. Demonstrated ability to synthesise, integrate, summarise, and report diverse data and information from multiple sources.
- **Time management and judgement:** Demonstrated capacity to operate under broad direction, both independently and as a part of a team. Able to undertake autonomous and collaborative policy analysis and research activities, exercising strong judgement and delivering advice and recommendations within time-sensitive environments.
- **Communication:** Demonstrate high level written and verbal communication skills, including the proven ability to convey complex information clearly and succinctly. Skilled at consulting, negotiating, and influencing a wide range of stakeholders in a collaborative manner.
- **Contemporary policy knowledge:** Proven ability to apply understanding of the current political and policy environment at local, national and international levels to the analysis of contemporary education policy problems.
- **Policy advice:** Significant experience in interpreting and providing high-level advice on policy research and analysis to a range of stakeholders. Able to prepare comprehensive reports, evidence reviews, policy papers and present well-considered policy options.
- **Government and sector knowledge:** Advanced knowledge of key government priorities, policies, and processes affecting public education in South Australia. Strong understanding of contemporary trends in curriculum, pedagogy, and learning and teaching or ability to rapidly acquire this knowledge.
- **Work health and safety:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment in accordance with Equal Opportunity and WHS legislation.

| Who you will work with (key relationships)                                                                                                                                                                                                                                                                                                                           | Qualifications                                                                                                                                                     |
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| Senior Manager, Policy and Research, CS&P.<br>Director, CS&P.<br>Works collaboratively with Policy and Research staff across the CS&P directorate.<br>Key leaders across Curriculum and Learning division and other divisions.<br>Other departments, non-government education sectors, principal, parent and professional associations, and other external partners. | <b>Essential:</b> Nil<br><b>Desirable:</b> A tertiary qualification in public policy or equivalent experience<br>Experience in an education-related policy setting |

| Corporate responsibilities                                                                                                                                                                                                                                                             | Special conditions                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p> | <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p> |

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| <p><b>Assessed by:</b><br/>Valentina Lopez<br/>People and Culture Advisor</p> |  | <p><b>Approved by:</b><br/>Rebecca Tooher, Director,<br/>Curriculum Strategy and<br/>Planning</p> |  |
| <p><b>Date:</b> August, 2026</p>                                              |                                                                                   | <p><b>Date:</b> August, 2026</p>                                                                  |                                                                                     |