



BOARD OF ARCHITECTS
OF QUEENSLAND

PD – ASSISTANT REGISTRAR

• protecting the public • upholding the architecture profession

Position Title:	Assistant Registrar
Location:	BOAQ, 87 Wickham Terrace, Spring Hill
Position Type:	Full time
Position Status:	Permanent (subject to 3 month probation period and ongoing satisfactory performance reviews)
Reports to:	Registrar
Supervisees:	Nil – project basis only
Salary Range:	\$80,350 - \$87,334pa plus 9.5% superannuation
Date of Review:	25 February 2019
Closing Date:	18 March 2019

The BOAQ

The **Board of Architects of Queensland (BOAQ)** is a Statutory Authority established to protect the public by regulating the architectural profession in Queensland in accordance with the requirements of the *Architects Act 2002*, the *Architects Regulation 2003*, and Code of Practice for Architects. It reports to the Minister for Housing and Public Works.

Key functions of the BOAQ include: assessing applications and registering architects; maintaining an accurate register; conducting investigations into potential breaches of the Act (including unregistered persons holding themselves out as architects); handling complaints against architects (including conducting/managing investigations about the professional conduct of architects); arranging examinations for the purpose of registration; advancing education in architecture and the professional standards of architects including through course accreditation.

Key Role Responsibilities/Accountabilities:

The position of Assistant Registrar reports to and supports the Registrar, in administering the work of the BOAQ.

It is expected that the successful applicant will be able to draw on administration and regulatory compliance experience gained in working for a government agency or statutory body, and rely on a diverse range of skills to deliver best practice outcomes.

The key responsibilities/accountabilities of the Assistant Registrar role include:

- Providing advice to architects and the public about complaints processes and procedures, and assessing, investigating and reporting on complaints against architects, and providing administrative support for matters referred to the Queensland Civil and Administrative Tribunal (QCAT);
- Assessing, investigating and reporting on compliance and enforcement matters involving potential breaches of the *Architects Act 2002* (including by non-architects holding themselves out as architects), and providing administrative and support for prosecutions in the Magistrates Court;
- Providing advice to architects on Continuing Professional Development (CPD) reporting requirements and the Board's CPD Audit, and assessing, investigating and reporting on matters involving CPD non-compliance or other unprofessional conduct;
- Act as a witness, as required, to support successful prosecutorial and disciplinary action undertaken by BOAQ;
- Providing advice about registration pathways, assessing and coordinating applications from candidates for admission to the Queensland Register of Architects, and providing recommendations to the Board regarding applications and applications for restoration of lapsed registrations;
- Assisting with the administration of Board Meetings and with the coordination and delivery of examinations, forums and other informative events and initiatives;
- Preparing information and providing administrative support for presentations, education or information forums, the Board's website or other collateral aimed at raising the profile of the BOAQ and inform students/graduates, architects, consumers and other stakeholders about the role of the BOAQ, its legislative framework and policies/procedures, including delivering presentations, as required;
- Assisting the Registrar with the coordination of responses to Right to Information requests and Information Privacy applications, as required;
- Preparing correspondence, and draft submissions, procedures, policies and documents, as required;
- Maintaining an understanding of the financial management of the BOAQ to support the Registrar in reporting to the Board;
- Contributing to the development of the BOAQ's regulatory strategy, and to the development of processes, policies and procedures to support the strategy, as required;
- Researching and analysing data and benchmarking to identify opportunities for legislative reform to drive improved regulatory outcomes and operational improvements, as required;
- Undertaking tasks to support the Queensland Audit Office's Annual Financial Audit of the BOAQ, and development of the BOAQ Annual Report to Parliament, as required;
- Providing strategic and general operational support to the Registrar, as required.

As a member of a small team, the Assistant Registrar may also be required to support the delivery of other Registry functions and activities, including maintenance of the Register of

Architects, information provision, general office administration, accounts processing, and/or special projects.

Personal Qualities:

- A passion for making a difference, especially in delivering public services that drive enhanced industry and consumer outcomes;
- Curiosity, initiative, self-motivation, and an ability to learn quickly;
- Impartiality;
- A strong attention to detail and accuracy;
- Reliability, accountability, integrity, taking personal responsibility for accurate and timely completion of work;
- A demonstrated ability to act professionally at all times, and work cooperatively and flexibly in a small team environment, and with tight timeframes, and in managing multiple different and complex projects/tasks simultaneously;
- Self-awareness and resilience.

Qualifications:

- A degree or post graduate qualification in law, public administration or other relevant discipline (mandatory);
- Certificate IV in Government (Investigations) (desirable).

Skills/Knowledge:

The successful candidate will be expected to demonstrate:

- A demonstrated understanding of the *Architects Act 2002*, *Architects Regulation 2003* and related regulatory frameworks, administrative law, policies of the BOAQ and the Architects Accreditation Council of Australia, and a general knowledge of architectural practices and terminology (or the ability to rapidly acquire this knowledge);
- Excellent interpersonal, communication (including report writing skills) and relationship management skills, and an ability to build and maintain positive relationships with a wide range of stakeholders;
- Research and analysis skills and skills in the development and implementation of methodologies to investigate and solve problems;
- Advanced ability in the use of standard office IT software systems (any experience with IMIS or similar database management system should be highlighted).

Experience:

- Experience developing/interpreting policy and law, and/or in administrative decision-making and the making of recommendations to decision makers or Boards;
- Experience delivering compliance related regulatory functions in a government agency or a statutory body;
- Experience conducting investigations into professional conduct or potential breaches of legislation within a regulatory agency (highly desirable);
- Experience documenting administrative processes and procedures (highly desirable).

How to Apply:

To apply for this position, please submit your CV, and a covering letter articulating your interest in the position and the skills and experience you would bring to it. (Microsoft Word documents). Please include contact details of three (3) relevant professional referees.

Please apply through SEEK – through the following link:

Applications close Monday 18 March 2019.

Should you wish to discuss this role, please contact the Registrar, Anita Nikolaou, by telephone on 07-3069 2397, or by email at: registrar@boaq.qld.gov.au.

Additional Information:

All information submitted will be used to assist in determining the applicant's suitability and merit for the advertised role.

The position is under contract to the BOAQ.

This position description outlines the minimum outcomes required for the position and for employment.

Due to the small size of the Registry office, changes to this position description may occur during the course of employment as a result of changing operational requirements.

Flexible working arrangements may be available subject to operational requirements being met. However, the incumbent may also be required to work hours outside the normal work hours from time to time.

Some travel may be required.

Employment eligibility

- The successful applicant must be able to provide proof of Australian Citizenship or Permanent Residency;
- The successful applicant must be able to achieve a clear police criminal history check;
- The successful applicant must within one month of commencing employment, disclose to their employer any employment as a lobbyist in the preceding two years, as well as any relevant conflicts of interest;
- The successful applicant will have their appointment confirmed following satisfactory performance during a probation period of three (3) months;
- The incumbent will be required to achieve ongoing satisfactory performance reviews;
- A non-smoking policy is effective in BOAQ offices and motor vehicles;
- The incumbent must comply with the *Code of Conduct for the Queensland Public Service*.