

Expression of Interest:

AO6 & AO7 Correspondence Officers

- Expressions of Interest are invited for temporary full-time AO6 and AO7 Correspondence Officers
- COVID-19 Response Lead, Office of the Director-General and System Strategy Division
- Temporary full-time until 30 June 2021 + possible extension
- Based in Brisbane CBD

Applicants need to be a **current Queensland Government employee** to be eligible to apply.

The COVID-19 Response Lead Liaison and Correspondence function has been established in the Office of the Director-General and System Strategy Division. This team will manage and respond to COVID-19 related queries from a diverse range of stakeholders.

This role offers an exciting opportunity to contribute to Queensland Health's response to COVID-19. Unlike many correspondence roles, staff will be required to draft responses to most enquiries received, rather than only managing and progressing the correspondence.

You will be required to work in a rapidly changing policy environment, quickly analysing and interpreting Public Health Directions and other documents to provide suitable written and verbal advice to stakeholders.

What we are looking for in the ideal candidates:

- ability to manage multiple tasks, set priorities and achieve results within tight deadlines
- strong research, analytical and policy interpretation skills
- excellent writer and communicator
- excellent attention to detail
- ability to work both autonomously and as part of a larger team.

Interested applicants are invited to review this EOI before submitting their **CV and a one-page summary** outlining why you are interested in the role and your suitability against the key capabilities.

Before applying, please ensure you have discussed this opportunity with your line manager and confirm they are supportive of your release. For further information please contact Amy Louise Melville on 0433526944 or email amy.melville2@health.qld.gov.au.

Applications close: Monday 8th March 2021
Job Reference: QLD/ODG364902

Duties statements

AO7	Principal Correspondence Officer	30 June 2021 <i>with possibility of extension</i>	<ul style="list-style-type: none"> • Ability to provide additional guidance to team members and support the embedding of a high-performance culture • Ability to interpret, analyse and apply the Public Health Directions (PHD), policy and legislation. • Strong knowledge of process, with an ability to focus on attention to detail • High level of written and verbal interpersonal communication skills. • Rigorous attention to detail, an ability to understand and synthesise various sources of information efficiently and make informed decisions in a high-pressured and changing environment. • Excellent time management and organisational skills, and ability work autonomously with limited direction, while displaying a strong work ethic and a sense of personal accountability. • Sound decision making skills and the ability to identify and escalate risk • High level knowledge of Executive correspondence processes and use of Content Manager.
AO6	Senior Correspondence Officer	30 June 2021 <i>with possibility of extension</i>	<ul style="list-style-type: none"> • Ability to interpret, analyse and apply the Public Health Directions (PHD), policy and legislation. • Strong knowledge of process, with an ability to focus on attention to detail • High level of written and verbal interpersonal communication skills. • Excellent time management and organisational skills, and ability work autonomously with limited direction, while displaying a strong work ethic and a sense of personal accountability. • High level knowledge of Executive correspondence processes and use of Content Manager.