



Aboriginal and Torres Strait Islander Talent Pool

The CHQ Aboriginal and Torres Strait Islander Talent Pool aims to increase employment opportunities and workforce representation, valuing the unique perspectives, skills, and experiences of Aboriginal and Torres Strait Islander peoples.

Role Description – Project Officer (A06)

Job Ad Reference	H23CHQ513140	Classification	AO6
Role title	Project Officer	Salary	\$59.42 - \$63.65 per hour (temporary) \$73.09 - \$78.29 per hour (casual)
Status	Temporary full time Temporary part time Casual	Closing date	Ongoing
Unit/Branch	Children's Health Queensland Hospital and Health Service		
Division/ Hospital and Health Service	Children's Health Queensland Hospital and Health Service	Contact Name	CHQ Footprints Program
Location	Brisbane	Contact Number	CHQ_footprints@health.qld.gov.au

About Children's Health Queensland Hospital and Health Service

Children's Health Queensland Hospital and Health Service (CHQ HHS) is a recognised leader in paediatric healthcare, teaching and research. With a dedicated Interprofessional team of more than 4,500 people, our point of difference is in the way we provide comprehensive care to children, young people and their families every day. This is through our steadfast commitment to providing person-centred care at every level of our service and our continuous drive for service and operational excellence.

Our Vision

Leading life-changing care for children and young people - for a healthier tomorrow.

Our Purpose

To improve the health and wellbeing of children and young people through world-class care, research, advocacy and leadership.

Our Values

Respect – teamwork, listening, support - *We listen to others*

Integrity – trust, honesty, accountability - *We do the right thing*

Care – compassion, safety, excellence - *We look after each other*

Imagination – creativity, innovation, research - *We dream big*

For further information please visit the [CHQ HHS](#) website.

Your Opportunity

The position of Project Officer will provide:

- Project development and management within CHQ HHS to support the development, implementation, maintenance and reporting of initiatives and workplace practices.

Your Role and Responsibilities

You will fulfil the accountabilities of this role in accordance with the CHQ HHS core values and as outlined below:

- Demonstrated high-level skills, knowledge and experience in project and program management.
- High level experience in management of complex change including the service improvement and clinical redesign projects.
- High level analytical and problem-solving skills, the ability to proactively identify and support the management of risks and issues.
- Demonstrated understanding and experience in developing and implementing new and innovative work practices and/or models of service delivery.
- Effective high level oral and written communication skills, problem solving/analytical abilities, and interpersonal skills including consultation, facilitation and negotiation with internal and external stakeholders.
- Support staff network and collaboration capability to improve engagement and inclusion of the Aboriginal and Torres Strait Islander workforce in the design and delivery of health services.
- Work within and across the CHQ HHS with a wide range of colleagues to deliver initiatives.
- Liaise with relevant professional leads, Directors and Executive Directors.
- Develop methods to investigate, analyse, interpret, evaluate and present information for departmental and organisational benefit utilising the organisations chosen business intelligence tool/s, ranging from high quality evidence based reports to business papers and submissions.
- Develop, strengthen and maintain partnerships and relationships with a range of internal and external key stakeholders to promote health service integration.
- Provide expert and timely advice on complex and sensitive issues.
- Actively participate in a working environment supporting quality human resources management practices including employment equity, anti-discrimination, work, health and safety, and ethical behaviour.
- Develop a positive culture which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their health and wellbeing.
- Commitment and contribution to Aboriginal and Torres Strait Islander health equity reform, to Close the Gap by 2033, as underpinned by the CHQ Aboriginal and Torres Strait Islander Health Equity Strategy 2022 – 2025.

Position Reports To

- Relevant Program Manager, CHQ HHS

Staffing and Budgetary Responsibilities

- The position has line management responsibility.
- The position has delegations in accordance with the CHQ HHS Delegations Manual for financial and human resources.

Qualifications/Professional Registration/Other Requirements

- Under s25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be Indigenous to the Aboriginal or Torres Strait Islander Community.
- While not mandatory, a relevant qualification (bachelor's degree in health sciences, community development or management) or willingness to work towards a relevant qualification would be well regarded.
- Queensland Health has a pre-engagement screening policy that is another step towards protecting patients, employees and the wider community.
- Hepatitis B vaccination or proof that you are not susceptible to hepatitis B is a condition of employment for all staff that will have direct contact with patients of who in the course of their work may be exposed to bodily fluids/blood or contaminated sharps.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)
 - hepatitis B
 - tuberculosis
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against COVID-19 ([Health Employment Directive No. 12/21](#) and [Queensland Health Human Resources Policy B70](#)).
- Prior to any offer of employment being made, you will need to provide evidence of vaccination or proof that you are not susceptible to these vaccine preventable diseases. (**relevant to HHS**)

How will you be assessed?

You will be assessed on your ability to demonstrate the following key attributes against our [values](#). Within the context of the '**Your Role and Responsibilities**' described above, the ideal applicant will be able to demonstrate the following:

- Ability to develop and maintain effective professional networks within a large, complex work environment and with a range of government and non-government stakeholders.
- Demonstrated ability to consult, effectively and credibly co-design initiatives with Aboriginal and Torres Strait Islander peoples and stakeholders.
- High level of oral and written communication skills, including consultation and negotiation skills within a complex health service environment and across the health system.

- Demonstrate and actively contribute to a work environment that provides employment equity, free from discrimination, and supports the occupational health, safety and wellbeing of staff.

Your Application

Please provide the following information for the Selection Panel to assess your suitability:

1. **A written response of no more than 2 pages** addressing your ability to meet the requirements of the role listed under 'How will you be assessed?' and within the context of the 'role and responsibilities'.
2. **Your current CV or resume**, including two referees that can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

Additional Information for Applicants

- For details regarding salary information, leave entitlements, flexible working arrangements and other benefits please refer to the attached Applicant Information and Guide or visit the [Queensland Health website](#).
- All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Children, Youth Justice and Multicultural Affairs.
- Pre-employment screening, including criminal history and disciplinary history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card.
- Employees who are permanently appointed to CHQ HHS may be required to undertake a period of probation appropriate to the appointment.
- Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment. Details are available at the [Public Service Commission Lobbyist Disclosure Policy](#)
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in [Section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Hepatitis B vaccination or proof that you are not susceptible to hepatitis B is a condition of employment for all staff that will have direct contact with patients of who in the course of their work may be exposed to bodily fluids/blood or contaminated sharps.
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NOTE that subsequent evidence must be provided of future vaccination in respect of pertussis (whooping cough) as recommended in *The Australian Immunisation Handbook*.

- Travel may be a requirement.
- Applications will remain current for 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary, full time, part time).