ADMINISTRATION OFFICER (AO3)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Division   |  |  | | --- | --- | |  | **Role Type:**  Permanent, flexible full-time | |  | **Classification / Salary:**  **AO6**  **$00,000– $00,000 p.a.** | |  | **Position Location:**  Brisbane | |  | **Contact:**  Stacey Parker, Manager  HR Services  (PH) XXXX | |  | **Vacancy Reference No.**  ABC/123/QLD | |  | **Closing Date:**  23/23/23 | | Regional Operations |
| District | Townsville District |
| Region | Townsville Region |
| Location | Townsville: Kirwan / Mundingburra / Stuart |

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| --- | --- | --- |
|  | **Role Type:** | Temporary / Full Time Flexible / Part Time Flexible |
|  | **Salary:** | $68,413 to $75,914 p.a. |
|  | **Contact:** | Jessica Bryant |
| 4759 9615   * [Bryant.JessicaK@police.qld.gov.au](mailto:Bryant.JessicaK@police.qld.gov.au) | |
|  | **Job Ref.** **No.:** | QLD.539767/24 |
|  | **Closing Date:** | Wednesday, 22nd January 2025 |

Working relationships

**Reports to:** Various

**Direct reports:** 0



|  |  |  |
| --- | --- | --- |
|  | **Role Type:** |  |
|  | **Salary:** | QSS to complete |
|  | **Contact:** |  |
|  | **Job Ref.** **No.:** | QSS to complete |
|  | **Closing Date:** | QSS to complete |

Working relationships

**Reports to:**

**Direct reports:**

**QPS PD Ref No:** Click or tap here to enter text.

Date of Review:

d

Our Workplace

We are committed to building inclusive cultures that respect and promote **human rights**, **diversity, and inclusion**.

We provide equal opportunities for everyone in our organisation, irrespective of gender, culture, generation, sexual orientation, or disability. We promote a respectful workplace culture that is free from all forms of harassment, workplace bullying, discrimination, and violence. We embrace the benefits of supporting and retaining a mobile, flexible, and agile workforce.

“I am immensely proud of the work the men and women of the QPS do, and of the support we receive from the general community and other important stakeholders.  
The QPS is an organisation focused on improvement and review, and we will continue to strive to provide the best possible policing service to you all, every day.”

Katarina Carroll APM POLICE COMMISSIONER

Be a pivotal part of one of Queensland’s biggest teams #qldpolice. Find your change here!

Our Team (Where You Will Be Working!)

Are you looking for a career in the QPS? Are you an experienced administrative officer? Submit your application here, and you could be considered for future AO3 roles within the QPS. This is not for a current vacancy, but you will be considered for future vacancies at your indicated location. You may be requested to participate in a further process to determine your suitability for a particular role.

Additional Information: Submission of this EOI is not a guarantee that you will be offered employment with Queensland Police Service. By submitting an EOI, you will not automatically be considered for advertised vacancies. If you wish to be considered for a specific advertised vacancy, please ensure you complete the application form and submit your application for the relevant vacancy via the job search website and follow the process outlined for that vacancy.

The EOI process is just one avenue of seeking employment with the QPS. You also have the option to apply for advertised vacancies within QPS. Please be advised that if you are successful in progressing for a role in the Queensland Police Service, you will be required to undergo an Employment Screening Check, please read the information in the Applicant Kit. Applications to remain current for 12 months.

QPS PD Ref No:GEN065

**QPS PD Ref No:** Click or tap here to enter text.

Date of Review:

d

QPS PD Ref No:Click or tap here to enter text.

## Your key accountabilities

The core capability requirements for this role are:

* Undertake the recording, indexing and archiving of correspondence using spreadsheets and databases.
* Input and retrieve data from a variety of computer systems.
* Attend to telephone enquiries and assist with front counter duties including liaising with and assisting members of the public providing information on Service initiatives and activities.
* Assist in the compilation of budgetary reports, returns and recording of overtime.
* Assist in the audit and risk management activities in relation to leave and rosters.
* Undertake and contribute to the review and improvement of administrative systems and processes.
* Prepare and/or assist banking, process expenditure and other vouchers, receipt monies and maintain Collection Accounts.
* Maintain and manage stores and equipment.
* Prepare and/or assist in the preparation and development of correspondence and reports.

## Leadership stream

[*Leadership Competencies for Queensland*](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0025/182527/leadership-competencies-for-queensland-brochure.pdf) describes what highly effective, everyday leadership looks like in the public sector regardless of whether the role has responsibilities to manage or lead others.

Your application needs to demonstrate the behaviours of the Leadership stream indicated below.

Be prepared to discuss / reflect on these behaviours in the event you are invited to attend an assessment interview.

This role has been identified as Individual contributor.

**Individual contributor**

*Leading Self*

**Team leader**

*Leading others   
and/or projects*

**Program leader**

*Leading teams and/or   
programs*

**Executive**

*Leading the function*

leadership

specialist/technical

Balance of leadership and technical responsibility





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## Role Requirements

|  |  |
| --- | --- |
| Mandatory | Nil |
| Qualification | Nil |
| Technical/ Operational/ Educational experience | Nil |
| Other | Nil |

## How to apply

Submit a written statement of no more than 2 A4 pages outlining your suitability for the position by addressing the Key Accountabilities at the level of the Leadership stream indicated. Your statement should include examples of previous performance and demonstrate leadership behaviours at the level of the Leadership stream.  
  
Please use examples from your work to date to showcase how your skills and experience match the requirements of the role.

Refer to the ***Applicant Guide*** for additional information on how to apply.

## Other Information

Appointment to this position will be made pursuant to the provisions of the *Public Sector Act 2022*.

Terms and conditions of employment will be in accordance with the Queensland Public Service Officers and Other Employees Award - State 2015 and the current State Government Entities Certified Agreement 2019.

Refer to the **Applicant Guide** for further essential information relating to this role including Police Security Checking Guidelines, eligibility for appointment and other important conditions that apply to this employment.

The Queensland Police Service (QPS) is collecting information for the purpose of processing your application for an advertised QPS vacancy. The collection of this information is authorised by the *Police Service Administration Act 1990*.

Choose an item or delete

