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| Hourglass | **Role type:** TemporaryFlexible Full-Time End date 30 June 2025 | Coins | **Salary:** $97,521 - $105,818 per annum plus 12.75% superannuation |
| City | **Location:** Ipswich Brisbane Flexible | Users | **Contact:** Belinda Singh, Policy, and Workforce Officer Ph: 07 3524 3536 E: A.Smith@desbt.qld.gov.au |
| Document | **Smart Jobs reference:**  **QLD/572134/24** | Daily calendar | **Closing date:** Monday 1st July 2024 |

# **Project Officer | AO5**

Are you an experienced Project Officer who wants to help shape a better future for the social and economic prosperity of Queensland?

Jobs Queensland is seeking an experienced Project Officer to provide comprehensive support across a range of projects and activities in relation to the contemporary labour market, the Vocational Education and Training (VET) sector and workforce development and planning.

Working closely with the Policy and Workforce Officer, you will be part of a small, high-performing team that is responsible for undertaking and managing research and workforce development projects, policy, and advice on behalf of the Jobs Queensland Secretariat and Jobs Queensland Board.

You will have the flexibility, autonomy, and team support to develop a career that helps make a difference to regions, industries, and individuals across Queensland.

**Reports to:** Policy and Workforce Officer **Direct reports:** 0 **Team size:** 17

**Jobs Queensland**

Jobs Queensland is an independent statutory entity providing advice on the anticipated skills needed for industries and regional areas; future workforce development and planning; and the apprenticeship and traineeship system in Queensland. Jobs Queensland also provides an independent avenue for industry, regions, and communities to have a voice on the priorities for skills demand and workforce planning and development into the future.

For more information about Jobs Queensland, please visit our website at [www.jobsqueensland.qld.gov.au](http://www.jobsqueensland.qld.gov.au)

**The division**

**Strategy**   
The Strategy division shapes and develops key strategic policies at a whole-of-state government level to support small business, training, and employment outcomes across Queensland. This includes strategies that support skills development, employment growth and the increase in small business participation in the economy. The division is comprised of Strategic Policy, Data and Analytics, Queensland Workforce Strategy, QVET Strategy, and Jobs Queensland.

**Key responsibilities**

As Project Officer, you will specifically:

* Source, analyse and interpret quantitative and qualitative data on a wide range of issues related to future skills needs, workforce planning and development and the apprenticeship and traineeship system in Queensland, with a focus on analysis of economic issues.
* Maintain knowledge of the Queensland labour market, regional economic activity and industry developments and changing workforce trends to contribute to research and policy advice.
* Undertake and support specialist project activities to achieve project outcomes, such as maintenance of project activity in Jira Work Management, stakeholder engagement, liaison across government and responding to requests for data.
* Actively participate in team activities involving the development and implementation of innovative research and project activities, and the translation of the outcomes of research and projects into workable policy options and advice.
* Contribute to a high level of professional practice in the Jobs Queensland Secretariat by maintaining a good knowledge of corporate strategies, policies and practices and an awareness of government priorities and initiatives that have implications for Jobs Queensland.

While there are no mandatory qualifications for this role, qualifications and/or practical experience and skills in MS Excel, PowerBI, SharePoint and Jira would be highly regarded.

**What we are looking for**

We’ll assess your suitability for this role by looking at what you’ve done previously – the knowledge, skills and experience you’ve built, your potential for development, and your personal qualities. The position requires an applicant who:

* **Supports strategic direction**

Demonstrated ability to source, analyse and interpret research, and quantitative and qualitative data, particularly in relation to skills, training, and labour markets.

* **Achieves results**

Demonstrated ability to provide project support to address a range of activities impacting on policies in relation to workforce planning and development, future skills needs and apprenticeships and traineeships.

* **Supports productive working relationships**

Demonstrated ability to manage, build and sustain positive relationships with industry and regional stakeholders, team members and contractors.

* **Displays personal drive and integrity**

Demonstrated capacity to work professionally and effectively under pressure, handle competing priorities and meet deadlines either independently or as a member of a team in a dynamic work environment.

* **Communicates with influence**

Demonstrated strong communication, interpersonal, facilitation and negotiation skills, including the ability to provide accurate analysis of research and data, both qualitative and quantitative, within externally set timeframes.

Every staff member is expected to role model leadership behaviours. This role requires the leadership capabilities of an Individual Contributor as outlined in the [Leadership competencies for Queensland booklet.](https://www.forgov.qld.gov.au/working-in-the-public-service/leadership-and-learning-hub/build-capability/capability-frameworks-and-strategies/leadership-competencies-for-queensland)

**Role requirements**

* Citizenship/visa: to be appointed to a position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia.
* Disclosure of pre-exiting condition: upon written request, an applicant is to disclose prior to their engagement any pre-existing illness or injury that could impact their ability to perform duties of the role or has potential to aggravate a pre-existing illness or injury. It is important to note, that false or misleading disclosure under section 571C of the [*Workers’ Compensation and Rehabilitation Act 2003*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1) will result in a prospective employee not being entitled to compensation or to seek damages for any event that aggravates the pre-existing injury or medical condition.
* **Travel away from centre**: while the position is based in Ipswich, travel to regional centres and other offices may be required from time to time. This may include overnight stays.

**The Department**

The Department of Employment, Small Business and Training’s is focused on building Queensland’s future workforce through connecting all Queenslanders to learning opportunities, quality training, employment opportunities, and by helping small businesses to start and thrive.

You can find out more about what we do on our website [www.desbt.qld.gov.au](http://www.desbt.qld.gov.au)

By joining the Queensland public sector, you will contribute to better outcomes for Queenslanders by implementing the policies, priorities, services, or programs of the elected government.

**What we can offer you**

* Work-life balance – with flexible working options
* Competitive salary
* Benefits including up to 12.75% superannuation
* Generous leave entitlements
* Career progression opportunities
* The chance to make a difference to Queensland communities
* We are a proud White Ribbon Accredited Workplace

We value diversity and cultural capability, and the department is an equal opportunity employer which supports a healthy working environment that is free from all forms of harassment, workplace bullying, discrimination, and violence.

All applicants are encouraged to advise the panel of any additional support or reasonable adjustments required throughout the recruitment process; this could include building access, interpreter services and so on. In doing so, we can ensure you have the best opportunity to demonstrate your ability to meet the inherent requirements of the role.

Your employment conditions are set out in the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034), [*Queensland Public Service Officers and Other Employees Award – State 2015*](https://www.qirc.qld.gov.au/sites/default/files/qld_public_service_010921.pdf?v=1630534710), and the [*State Government Entities Certified Agreement 2023*](https://www.qirc.qld.gov.au/sites/default/files/2023-10/2023_cb112.pdf).

**Interested in applying?**

To enable us to assess your suitability, your applications should include:

1. **Tell us about your skills:**

* Your current **resume** detailing your previous work or voluntary experience including two referees who have a thorough knowledge of your conduct and performance over the past 2 years, or an appropriate period.
* We will use your resume to assess how well you meet ‘What are we looking for’ statements.

1. **Tell us about you:**

* Provide a **short statement** (of no more than one page) telling us why you are interested in this role and outlining what your motivation is to join us.
* This should not be a restatement of your resume and does not require you to address the ‘What are we looking for’ statements. The short statement is your opportunity to tell us about yourself, what you will bring to the role and what you will get out of it.

If you experience any technical difficulties or if you are unable to submit your application online, please contact 1300 146 370, between 9 am and 5pm Monday to Friday. All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

1. **What happens after you apply?**
2. Pre-employment checks will be undertaken prior to any offer of employment. Checks may include:

* Referees
* Criminal history
* Proof of eligibility for appointment (for example, residency).

1. We encourage all applicants to read the **DESBT Application Information package** which outlines further information on the benefits and conditions of working in the department.