

Role Description

Principal Policy Officer

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

221058

Content

Manager No.

11/197613

Work Unit

**Policy & Legislation
Policy, External Relations and International Branch**

Location

Policy, Performance, International and Intergovernmental Relations Division

Brisbane

Classification

**AO8 Qld Public Service Officers and Other Employees Award - State 2015
36 ¼ hour week**

Job Type

**Temporary Full-time
Temporary period of 6 months, unless otherwise determined**

Salary Range

\$140,726 - \$148,738 per annum
Salary is reflective of full-time employment (1.0FTE)
Plus superannuation contributions of up to 12.75% of your annual salary.

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Principal Policy Officer, you will:

- Coordinate and undertake extensive policy development and research activities on initiatives and issues affecting the future direction of early childhood education, school education and tertiary education in Queensland.
- Lead significant projects to develop future oriented strategies and policies for early childhood education, school education and tertiary education.

The Principal Policy Officer reports to the Director within Policy & Legislation, Policy, External Relations and International Branch.

Your role

Responsibilities include:

- Identify, analyse and provide leadership on strategic issues and formulate innovative and workable policy options and solutions.
- Assess strategic issues and policy initiatives including those occurring locally, nationally and internationally and provide high level strategic advice to the Minister, the Director-General and the Senior Executive of the department.
- Provide executive support to senior officers, including preparation of major policy papers, briefings, reports and submissions including Cabinet submissions.



- Represent the department on inter-departmental committees and working groups and coordinate the department's contribution.
- Contribute to improving the quality of policy processes through working with operational areas to build policy capability and progress strategic issues.
- Lead and coordinate reporting requirements, such as responses to whole of Government initiatives, election commitment reporting, Service Delivery Statements, performance management, and strategic and business planning.
- Apply high level skills to communicate effectively, consult and negotiate persuasively to achieve desired outcomes on strategic policy issues and facilitate stakeholder meetings and briefings to senior management.
- Lead and manage significant projects providing direction, guidance and technical assistance to project staff.
- Maintain a current knowledge of developments and initiatives in early childhood education, school education and tertiary education policy and practice occurring at an international, national and state level.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

This role maps to **Individual Contributor**

Vision

- Leads Strategically – Recognised how organisational events and issues impact on the work of the team; Prioritises projects and tasks efficiently, in line with team commitments.
- Makes insightful decisions – Gains insight into issues by analysing the available information in a critical manner; Accepts decision making responsibility and demonstrates judgement about when to escalate issues.

Results

- Develops and mobilises talent – Leverages own strengths and acts as a mentor, role model and sounding board for others; Takes the initiative to collaborate with people from a diverse range of backgrounds, experiences and expertise.
- Drives accountability and outcomes – Contributes to the development of team objectives and recognises own role in achieving results; Welcomes challenges in the delivery of work and demonstrates persistence in working through obstacles.

Accountability

- Fosters healthy and inclusive workplaces – Enhances safety and inclusion in the team by sharing ideas and participating in initiatives; Demonstrates openness to diversity and supports practices that enable all individuals to participate to their fullest ability.
- Pursues continuous growth - Demonstrates insight into personal strengths and areas for development and takes account of these when acting; Takes personal accountability for learning, and eagerly pursues new knowledge and experiences.

Additional information

- This role description works in conjunction with the Candidate Information Package.