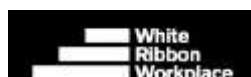


Role Description

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.



Principal Project Officer

Job Evaluation No.	24232	Content Manager No.	17/490396
Work Unit	Policy and Integrity Unit Human Resources Branch People, Information and Communication Services Division		
Location	Brisbane CBD		
Classification	AO7 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		
Job Type	Temporary Full-time Temporary period until 20 December 2024 unless otherwise determined		
Salary Range	\$127264 to \$136293 per annum Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

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 Project Officer, you will:

- Contribute to the development and implementation of strategic and innovative initiatives focused on a range of products, services and activities within the scope of the project to meet departmental goals.
- Provide strategic policy and proactive planning advice on specific issues relating to the various projects and initiatives being undertaken by the unit.

The Principal Project Officer reports to the Director, Nominated Unit, Nominated Branch, Nominated Division.

Your role

Responsibilities include:

- Lead and participate in project teams to undertake project planning, implementation and review and undertake ongoing research and analysis of contemporary issues related to the relevant projects.
- Prepare project management and production documents, briefing materials, correspondence, submissions, papers and reports on related activities of the program/work unit.
- Lead and coordinate the development and production of a range of products, services and activities to facilitate a cohesive and supportive team environment.
- Develop strategies in partnership with key stakeholders, business areas and providers to ensure the delivery and monitoring of agreed program/work unit outcomes encouraging a strong customer focus.
- Provide high level advice to the Director, Executive Director and key stakeholders, to ensure professional excellence in the design, planning and reporting of program initiatives.

- Liaise, consult and collaborate with other work units within the department, other government departments and agencies, and relevant professional associations and networks.
- Consistently provide high level leadership and participation to the project team in undertaking project planning, implementation and review.

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.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

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