

## Role Description

## Senior Project 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.	<b>23337</b>	Content Manager No.	<b>12/100297</b>
Work Unit	<b>Procurement Capability Unit Procurement and Facilities Services Branch Finance, Procurement and Facilities Division</b>		
Location	<b>Brisbane CBD</b>		
Classification	<b>AO6 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week</b>		
Job Type	<b>Temporary Full-time Temporary period for a period of 12 months unless otherwise determined</b>		
Salary Range	<b>\$114115 to \$121876 per annum</b> <small>Salary is reflective of full-time employment (1.0FTE) Plus superannuation contributions of up to 12.75% of your annual salary.</small>		

### 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](http://www.qed.qld.gov.au)

### Your opportunity

As the Senior Project Officer, you will:

- Lead specialist project activities to achieve the outcomes expected of the project.
- Coordinate the development, implementation and monitoring of project plans and phases, including the coordination of various activities and teams associated with achieving the project objectives.

The Senior Project Officer, reports to the nominated supervisor of the work area.

### Your role

Responsibilities include:

- Undertake project planning, analysis, integrate project activities and evaluate the impact of projects and initiatives.
- Develop, implement and monitor project services in consultation with stakeholders to ensure identified needs are met.
- Research, develop, maintain and review operational policies, standards, procedures and programs to support the unit's function across the department.
- Prepare briefing material, submissions, papers and reports.
- Coordinate, organise, participate and promote the activities of the work unit.
- Develop and maintain relevant links and networks with other units, other Branches within the department, other government agencies and other entities.

### 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.