Role type



Permanent, Flexible full-time

Salary

$97,521 - $105,818

Location

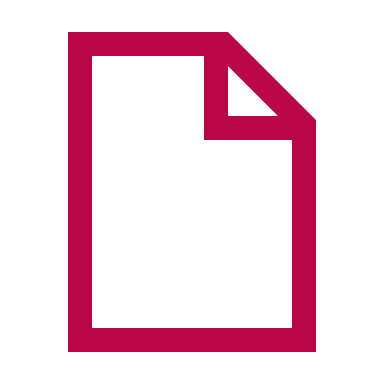
1 William Street, Brisbane

Contact

Michelle Jackson-Hay

Director, Law and Justice Policy

Ph: (07) 300 39033

Job ad reference

QLD/572974/24

Closing date

Wednesday 3rd July 2024

Working relationships

**Reports to:** Director, Law and Justice Policy

**Direct reports:** Nil **Team size:** 5

Our team

Law and Justice Policy, DPC, plays a central role in addressing Queensland’s key law and justice issues. We work closely with Queensland Treasury and all Queensland Government departments and agencies to progress the government’s strategic objectives in portfolio areas such as justice, police, and corrective services.

Our workplace

We are committed to building inclusive cultures in the Queensland public sector that respect and promote **human rights** and **diversity**.

We promote a **respectful workplace culture** that is free from all forms of harassment, workplace bullying, discrimination and violence. We recognise the importance of supporting and retaining a **mobile, flexible and agile workforce**.

# Assistant Policy Officer, Law and Justice Policy (AO5)

As Assistant Policy Officer you will assist in the research and analysis of major policy issues and in the preparation of policy advice and options.

As part of a central agency, you will work in partnership with our stakeholders across government to deliver best practice policy advice to the Premier, Cabinet, Cabinet Budget Review Committee and various other Cabinet Committees. You will also have the opportunity to work within the All-Hazards Crisis Capability team, with a focus on policy and response.

You will:

* provide advice on policy issues across the Queensland Government
* take action on innovative policy direction and associated change management
* contribute to the development of longer term policy directions for government consideration
* contribute to strategic advice and policy analysis in law and justice policy areas including, legal, policing, national security, counter terrorism, disaster management, fire and emergency services, crisis recovery and cyber security.

## Your key responsibilities

**Assist** in identifying, developing and analysing policy options and preparing advice on major policy issues.

**Provide** input to the monitoring of policy development activities and following up requests for information.

**Prepare** or contribute to the preparation of, timely and well researched submissions, briefs and notes on major issues, including Cabinet submissions.

**Liaise** with other areas of the department, and relevant government departments and non-government organisations on policy issues.

**Assist** with the preparations for internal, inter-departmental or other meetings, and in conjunction with senior officers, attend and assist with minute-taking and follow-up as required.

### Leadership stream

This role has been identified as an  
**individual contributor.**



**Individual contributor**

*Leading Self*



**Team leader**

*Leading others   
and/or projects*



**Program leader**

*Leading teams and/or   
programs*



**Executive**

*Leading the function*

***Key: Balance of leadership and   
technical responsibility***

|  |  |
| --- | --- |
|  |  |
| Specialist/ technical | Leadership |

**Your core capabilities**

The core capability requirements for this role are:

**Stimulates ideas and innovation**

Gathers insights and embraces new ideas and innovation to inform future practice.

**Leads change in a complex environment**

Embraces change and leads with focus and optimism in an environment of complexity and ambiguity.

**Build ensuring relationships**

Builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.

**Drives accountability and outcomes**

Demonstrates accountability for the execution and quality of results through professionalism, persistence, and transparency.

**Pursues continuous growth**

Pursues opportunities for growth through agile learning, and development of self-awareness.

*To find out more about the leadership stream and corresponding capabilities required for this role, please refer to the* [*Leadership Competencies for Queensland*](https://www.forgov.qld.gov.au/leadership-competencies-queensland)

## Role requirements

**Qualifications**

**Technical/educational**

Possession of relevant tertiary qualifications in public policy, law, crisis management, or a related discipline will be highly regarded. Possession of relevant tertiary qualifications in public policy or a related discipline will be highly regarded.

**Operational experience**

A detailed knowledge of Cabinet processes and decision making will be well regarded, as will demonstrated capability in legislation and law and justice policy issues, including crisis management and national security matters.

**Other**

Nil