

**Role type**

Permanent, flexible full-time

**Salary**

\$97,521 - \$105,818

**Location**

1 William Street, Brisbane

**Contact**

Kerry Wilson,  
 Director, Performance Unit  
 Ph: (07) 3003 9201

**Job ad reference**

QLD/573007/24

**Closing date**

Thursday, 4 July 2024

**Working relationships****Reports to:** Director**Direct reports:** Nil      **Team size:** 11**Our team**

The Performance Unit monitor, report and provide strategic advice to the Premier and Cabinet on whole-of-government performance and delivery of government priorities including commitments and decisions.

The Performance Unit are also the custodians of the whole-of-government *Queensland Government Performance Management Framework* policy (PMF). We work closely with agencies to drive implementation of the PMF and improvement in agency performance management.

**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**.

## Policy Officer, Performance Unit (AO5)

The Performance Management Framework (PMF) team in the Performance Unit supports the Premier and Cabinet and works collaboratively with Queensland Government agencies to drive implementation of the PMF and improved performance of public services.

As a Policy Officer in the Performance Unit, you will use your excellent collaboration, interpersonal and communication skills, and strong professional work ethic to contribute and coordinate whole-of-government performance management, encompassing strategic and operational planning, the *Service Delivery Statements*, and annual reporting.

### Your key responsibilities

**Contribute** to the provision of advice and coordination of whole-of-government performance management, research and analysis of performance information to support agencies implement the *Queensland Government Performance Management Framework* policy and the elements of planning, measuring and monitoring performance and reporting.

**Assist** in the development and implementation of policies, standards and guidelines regarding the *Queensland Government Performance Management Framework* policy.

**Prepare** and contribute to the analysis and synthesis of multifaceted performance information and prepare timely and well researched submissions, briefs and papers on complex issues, including Cabinet submissions.

**Provide** advice on a range of Cabinet information, including submissions, decisions and briefing papers in relation to implementation.

**Consult** and negotiate with other areas of the department, government agencies and stakeholders on performance and reporting matters.



**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 complex environments**

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

**Builds enduring 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.

**Demonstrates sound governance**

Maintains a high standard of practice through governance and risk management.

*To find out more about the leadership stream and corresponding capabilities required for this role, please refer to the [Leadership Competencies for Queensland](#).*

**Role requirements**

**Qualifications**  
**Technical/educational**

Nil

**Operational experience**

Demonstrated experience working in a high-pressure environment with tight deadlines and the ability to work collaboratively to deliver quality outputs.

Demonstrated experience in roles requiring well-developed communication skills, high levels of accuracy and exceptional attention to detail.

**Other**

Nil

