

**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](#)

Role requirements

Qualifications

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.

Technical/educational

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

