Role type



 Fixed term temporary, flexible full-time, to 30 June 2026, with possibility of extension

Salary

$124,419 - $133,264 p.a.

Location

1 William Street, Brisbane City

Contact

Angie Spencer,
Director, Law and Justice Policy

Ph: (07) 3003 9444

Job ad reference

[QLD/573042](https://smartjobs.qld.gov.au/rasp/home-beta.jsf;jsessionid=ME7O0jMldr3SXTSvjQvONaHe8NvE7i14-OatTN-V?userOrgId=15306&appOrgId=14903&sessionId=1441251747363345320&login=true&in_redirect_url=&_pnav=JobGrid_186a8b59f4c20b522a986faff1c08544&_nav=e577a3d86d4e2ce940f9719efccadbee)/24

Closing date

Thursday, 04 July 2024

Working relationships

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

**Direct reports:** Nil **Team size:** 4

Our team
Law and Justice Policy 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**.

Principal Stakeholder Engagement Officer, Domestic and Family Violence Prevention Council Secretariat (AO7)

As Principal Stakeholder Engagement Officer in the Domestic and Family Violence Prevention Council (the Council) Secretariat, you will assist with Secretariat operations and the development, coordination and implementation of engagement activities that build awareness and understanding of domestic and family violence prevention across Queensland.

You will join a well-established program within a dynamic and high-profile environment and will work in partnership with our stakeholders including Council members, to deliver workplan activities.

Your responsibilities will include:

• contributing to an innovative program of work to support delivery of the Council’s priorities, including the rollout of an annual workplan

• planning, creating and supporting the delivery of proactive Council engagement activities based on best practice primary prevention principles

• providing strategic advice to support the Council in unpacking complexity and detail, and developing clear, creative and future-focused initiatives and programs.

## Your key responsibilities

**Lead,** organise and manage innovative engagement and communication plans, projects and events; and quality collaborations with community, corporate, government and other critical partners to deliver place-based community education and awareness.

**Establish** and maintain enduring relationships with external stakeholders and agencies to ensure outcomes are achieved**.**

**Anticipate**, identify and analyse relevant emerging issues, including through community observations and insights, and prepare appropriate responses or strategies as required.

**Maintain** excellent organisation and attention to detail skills, ensuring adequate response to competing priorities to support efficient and consistent delivery.

**Prepare** or contribute to the preparation of timely and persuasive presentations, briefs, meeting papers, media releases, web content, speaking points and other communication materials that build awareness and understanding of domestic and family violence prevention.

### 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

**Makes insightful decisions**

Makes considered, ethical and courageous decisions based on insight into the broader context

**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

**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*](https://www.forgov.qld.gov.au/leadership-competencies-queensland)

## Role requirements

**Qualifications Technical/educational**

Possession of qualifications in community engagement or project management or a related field will be highly regarded.

**Operational experience**

Demonstrated experience in forming strong community networks and managing complex projects in a dynamic environment, taking responsibility for discrete areas of work and collaborating as part of a larger team to deliver strategic priorities.

A good knowledge and understanding of IAP2’s Public Participation Spectrum will be well regarded.

**Other**

Intrastate travel may be required. This role may require work to be performed out-of-business hours.