

**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/573042/24

**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](#)

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.

