

Role Description

Principal Policy Officer

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation
No.

221094

Content

Manager No.

17/464100

Work Unit

Policy & Legislation

Policy, External Relations and International Branch

Location

Policy, Performance, International & Intergovernmental Division

Brisbane

Classification

AO7 Qld Public Service Officers and Other Employees Award - State 2015
36 ¼ hour week

Job Type

Temporary Full-time

A period of 6 months unless otherwise determined

Salary Range

\$127,264 - \$136,293 per annum

Salary is reflective of full-time employment (1.0FTE)

Plus superannuation contributions of up to 12.75% of your annual salary.

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Principal Policy Officer, you will:

- Coordinate and undertake policy development and research activities on initiatives and issues impacting on the future direction of early childhood education, school education and tertiary education in Queensland.
- Coordinate and provide strategic advice and social and economic analysis to enable quality executive decision making.

The Principal Policy Officer reports to the Nominated Director/ Executive Director within Nominated Division.

Your role

Responsibilities include:

- Participate in project teams involved in the formulation of innovative and workable policy options and solutions.
- Coordinate and undertake extensive research and assess strategic and policy initiatives occurring at state, national and international levels that have implications for the early childhood education, school education and tertiary education sectors.
- Provide strategic advice to the Minister, the Director-General and senior officers of the department.
- Coordinate and prepare Cabinet submissions, policy responses, briefings and other documents.
- Establish networks and liaise with senior officers and representatives in a range of government and non-government agencies on policy implications of submissions to the Minister, the Director-General and senior officers of the department.
- Represent the department in a variety of forums.
- Provide direction, guidance and technical leadership to project staff.



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people



**Queensland
Government**

- Foster a challenging, equitable, ethical and safe work environment for project staff, which encourages commitment, skills development, professional growth and continuous improvement.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

This role maps to **Individual Contributor**

Vision

- Leads Strategically – Recognises and articulates how own work directly contributes to the organisation's vision and community outcomes; Prioritises projects and tasks efficiently, in line with team commitments.
- Makes insightful decisions - Gains insight into issues by analysing the available information in a critical manner; Clearly describes the rationale behind decisions and works with others to recognise potential bias.

Results

- Builds enduring relationships - Communicates in a clear, succinct and deliberate manner, adjusting the message so that it resonates with different stakeholders; Builds rapport and establishes strong and mutually beneficial connections.
- Drives accountability and outcomes - Contributes to the development of team objectives and recognises own role in achieving results; Welcomes challenges in the delivery of work and demonstrates persistence in working through obstacles.

Accountability

- Fosters healthy and inclusive workplaces - Enhances safety and inclusion in the team by sharing ideas and participating in initiatives; Demonstrates openness to diversity and supports practices that enable all individuals to participate to their fullest ability.
- Pursues continuous growth - Actively seeks feedback and modifies approach to enhance own effectiveness; Takes personal accountability for learning, and eagerly pursues new knowledge and experiences.

Additional information

- This role description works in conjunction with the Candidate Information Package.