**Senior Project Officer, AO6**

**Compliance Support, Waste and Enforcement Services, Environmental Services and Regulation**

This role is open to all applicants, however applicants who identify as Aboriginal and/or Torres Strait Islander that meet the minimum requirements for the role will be given priority consideration and invited to participate in the next selection activity.

|  |  |  |  |
| --- | --- | --- | --- |
| **Duration** | Permanent | **Annual Salary** | $111,583 - $119,149 |
| **Type of appointment** | Full-Time | **Position number** | 76035612 |
| **Location** | Brisbane – Alternate Locations may be considered. | **Contact** | Trinity Lowe, Principal Project Officer  E: [trinity.lowe@des.qld.gov.au](mailto:trinity.lowe@des.qld.gov.au)  Ph: 0402423326 |
| **Closing Date** | Thursday 4th July 2024 | **Job Ad Reference (JAR)** | QLD/573154/24 |

The [Department](http://www.psc.qld.gov.au/about-us.aspxhttp:/www.psc.qld.gov.au/about-us.aspx) of Environment, Science and Innovation

The Department of Environment, Science and Innovation (DESI) recognises the enormous value a clean environment, innovative society and economy, and a diverse and inclusive culture makes to Queenslanders’ lives. As a diverse organisation, the department brings together environment, heritage protection, national parks, science and innovation to help achieve government objectives for a better Queensland.

We value and are committed to:

* building inclusive cultures in the Queensland public sector that respect and promote [human rights](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_humanrights&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=n8IaVLsBmceOUzhioUYLOvzCEJhlCoAknsTUtJUryPc&e=) and [diversity](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_inclusion-2Dand-2Ddiversity-2Dcommitment&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=koW3J_GJiZzzdkvt7CTYJukNsnFmkSdIgcEJAKnkghA&e=).
* strengthening our culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments.
* encouraging and supporting employees as individuals in an inclusive environment by embracing our differences and applying diverse and inclusive thinking to our business.
* the values of the Queensland Public Sector: customers first; ideas into action; unleash potential; be courageous; and empower people.

The department is proud to be an accredited White Ribbon Workplace. Domestic and family violence has no place in homes, communities or workplaces and we are committed to preventing violence and supporting employees affected by domestic and family violence.

At DESI we recognise, respect and value First Nations people and cultures.  We are progressing self-determination by recognising the rights and interests of First Nations people. We are investing in a culturally connected and agile organisation, with the skills and experience we need to support better outcomes for First Nations people. We are taking action in fundamental areas like employment and procurement, and by building strong and sustainable partnerships with First Nations organisations and communities. We are focused on working with First Nations people to improve service design and delivery, knowing that this will deliver better outcomes for all of Queensland.

More information on the department’s functions, focus and the type of organisation we are, can be found on our [website](https://www.des.qld.gov.au/our-department/employment).

# Your contribution

We are seeking an experienced professional looking to apply their environmental management and communication skills to join the Compliance Support team within Enforcement Services.

The Compliance Support Team provides operational support and advice to the areas of the Environmental Services and Regulation (ESR). ESR provides targeted, consistent and transparent regulation that facilitates sustainable development in Queensland. ESR proactively manages and monitors environmental risks through a modern and innovative regulatory framework that includes assessment, compliance, investigation and enforcement programs. ESR also provides extensive frontline services both centrally and regionally.

As a Senior Project Officer within the Compliance Support Team you will be involved in contributing to a number of complex projects relating to the regulation of environmental management within a range of industries including the resource industry and prescribed activities. Legislation you will work with includes (but is not limited to): the *Environmental Protection Act 1994*, Chapter 3 of the *Water Act 2000*, the *Waste Reduction and Recycling Act 2011*, the *Environmental Offsets Act 2014*, the *Regional Planning Interests Act 2014*, the *Planning Act 2016*, and the *Coastal Protection and Management Act 1995*.

The position will focus on providing support to the compliance workforce in the Environmental Services and Regulation Division (ESR Division).

In this role you will interact with other officers in the same division from across the State, including assessment, compliance, and other support staff, as well as with officers from the legislation and government policy division. You will have a lead role in the provision of support in the form of advice and legislative interpretation to staff. You will also liaise with peak industry bodies, individual companies, local government representatives and other State departments.

You will have a key role in operational policy projects, input into legislative changes (to ensure these changes can be implemented readily), lead the development of support materials and lead the delivery of training on new legislative obligations.

# Your role

As the **Senior Project Officer, AO6** you will:

* Understand relevant legislation and environmental assessment and compliance requirements and conditions in order to provide authoritative advice and improvements to our information technology platforms, information gathering, and reporting frameworks.
* Advise and educate staff, industry and all levels of government on environmental matters, environmental responsibilities and implementation of relevant legislation through external and internal presentations, workshops, forums, meetings, guidance material and provision of capability and development strategies.
* Prepare well-researched policy option papers, briefings, reports, submissions and contribute to the preparation of executive level correspondence.
* Develop strong collaborative strategic partnerships with internal and external stakeholders through consultation, negotiation and developing networks.
* Understand and apply the Department’s Regulatory Strategy.
* Carry out duties consistent with contemporary Administrative Decision-Making Principles (training provided by the department).
* Foster a workplace culture that supports and promotes the interests of First Nations people and actively engage through our work to contribute to better outcomes for First Nations people.

# What we are looking for

We’re looking for the best suited applicant for the role. We’ll do this by assessing your eligibility and your suitability to undertake the requirements of the role (including, where relevant, the way you carried out previous roles). We’ll also consider your potential to make contributions to the department and how your engagement would support our commitment to equity, diversity, respect and inclusion.

This position requires:

* Demonstrated ability to lead projects and meet deadlines in a complex and stressful environment.
* Demonstrated strong ability to interpret and apply environmental legislation to address complex regulatory and/or policy matters, including in relation to regulatory assessment and compliance functions.
* Demonstrated ability to lead a project team and to manage the workload of the team.
* The ability to lead or actively participate in stakeholder (government departments, industry or environmental groups etc) engagement activities on complex regulatory matters.
* Demonstrated high quality written skills, including an ability to write business letters, prepare statutory notices and forms, information documents, and executive and ministerial reports and briefings.
* Contribution to workplace equity and diversity that enriches our culture of innovation, respect and inclusion.

Every staff member is expected to role model leadership behaviours. This role requires the **Individual Contributor** leadership capabilities as outlined in the [Leadership competencies for Queensland booklet](https://www.forgov.qld.gov.au/leadership-competencies-queensland).

# Eligibility requirements

## Citizenship/Visa

To be eligible for employment in this position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions) prior to engagement. You are required to notify the department if your right to work in Australia ceases.

## Qualifications

## There are no mandatory qualifications required to undertake this position, however formal qualifications in environmental management, law or policy pertaining to one of the following disciplines, chemical; forensic; physical; geological; hydrological; environmental; applied and biological sciences, environmental engineering or agreed equivalent would be highly regarded.

## Licences

It is a mandatory requirement for the occupant of this position to hold an unrestricted manual driver’s licence. You will need to provide a copy of your driver’s licence, with the original sighted prior to engagement. Employees are required to drive government vehicles, including four-wheel drives as a part of their day-to-day and field work.

## Aboriginal and/or Torres Strait Islander Priority Consideration

Aboriginal and/or Torres Strait Islander priority consideration applies to this role. As an equal opportunity measure under section 105 of the [*Anti-Discrimination Act 1991 (QLD)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085), priority consideration will be given to Aboriginal persons and Torres Strait Islander persons. Aboriginal applicants and Torres Strait Islander applicants who meet the minimum requirements for this role will be invited to participate in the next selection activity.

An Aboriginal and/or Torres Strait Islander person is one who identifies as an Aboriginal and/or Torres Strait Islander person and either:

* is of Aboriginal and/or Torres Strait Islander descent; or
* is accepted as an Aboriginal and/or Torres Strait Islander by the Aboriginal and/or Torres Strait Islander community in which they live.

To enable the selection panel to confirm that you are eligible for priority consideration, the panel requires:

* your written assertion that you are of Aboriginal or Torres Strait Islander descent.

# Benefits and conditions

For a full list of benefits and conditions that come with this role please see our departmental website: <https://www.des.qld.gov.au/our-department/employment/why-work-with-us/information-for-applicants>

# How **to** apply

The selection panel will assess your ability to perform the work required of the position based on your application and other selection processes which may include an interview and/or work test. Pre-employment checks, including referee checks will be conducted.

To apply, lodge an application online at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au/) that consists of the following:

* your current resume of no more than six (6) pages
* a short two (2) page statement that briefly describes why you are the best suited person for this role––noting, our department values equity and diversity so please include information that will help us understand how you could contribute to our workforce diversity.
* evidence of the above listed [**Eligibility Requirements**](#_Mandatory_requirements) to confirm your eligibility.

If you need any additional support or adjustments during the recruitment process to help you demonstrate your ability to meet the inherent requirements of the role, please contact Trinity.Lowe@des.qld.gov.au.

**Submitting your application**

* Applying online through the Smart Jobs and Careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the ‘apply online’ facility on the Smart Jobs and Careers website. You will need to create a ‘My SmartJob’ account before submitting your application.
* By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
* If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the position description. If you do not have internet access and are unable to submit your application online, please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.
* Late applications cannot be submitted via the Smart Jobs and Careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange.
* Hand delivered applications will not be accepted.

**Additional information**

* Criminal history checks may be undertaken on the recommended applicant(s). A criminal conviction or charge will not automatically exclude an applicant from being considered for employment with the department. If information is received that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.
* If you are the recommended applicant, you will be required to disclose any serious disciplinary action taken against you in public sector employment.
* If you are the successful applicant, the department will work with you to ensure reasonable adjustments are made in the workplace to enable you to work safely and productively.
* A probationary period of three months will apply to external appointees.
* All newly employed public sector employees are obliged to provide their chief executive with a disclosure of employment as a lobbyist in the previous two years.
* Applications will remain current and may be considered for identical/similar vacancies, provided employment commences within 12 months of the closing date of the original vacancy.