|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work from home desk outline | **Role type** | Temporary, Full-Time72.5 hours per fortnight, 1.0 FTE | Marker outline |  **Location** | Cairns  |
| Ruler outline | **Length** | ASAP – 30/06/2026 | Business Growth outline | **Possibility of extension** | Yes |
| Coins outline | **Salary** | $97,521 to $105,818 per annum plus 12.75% superannuation | Daily calendar outline | **Closing date** | **Monday, 8th July 2024** |
| Share outline | **Contact** | Billy Ross, ManagerPh: 4255 7585 |
| Email outline | **Contact email** | Billy. Ross@cyjma.qld.gov.au | Internet outline | **Reference** | **QLD/573343/24** |

# **Project Officer** **| AO5**

The role of the Project Officer is to implement and contribute to key aspects of departmental projects to support vulnerable young people that enter the youth justice system.

This role may involve travel within the region for short periods of time.

**Reports to:** Senior Project Officer **Direct reports:** 0

**The team**

The Cairns Youth Justice Service Centre provides early intervention, statutory youth justice and detention services to ensure that young people are held accountable for their offending behaviour. We help support young people to become responsible members of the community.

This is an exciting opportunity to work for a progressive and dynamic service centre in the heart of Cairns Region, gateway to the Great Barrier Reef and some of the most beautiful crater lakes and rainforest habitat in Australia. Working in a multi-disciplinary team, your role is one of support, guidance and supervision. You will be required to be flexible, adaptable and meet emerging needs as they arise. More information about Youth Justice is available from our <https://desbt.qld.gov.au>

**The division**

**Youth Justice**

In Youth Justice you will have the opportunity to work together with people, partners and across places to enable young Queenslanders, especially the most vulnerable, to have positive life choices and opportunities.

You will help achieve this vision through developing and delivering initiatives, programs and interventions to:

* Increase community safety and reduce rates of youth offending.
* Improve wellbeing of children and young people in and transitioning from youth justice
* Reduce the disproportionate representation of Aboriginal and Torres Strait Islander young people in the youth justice system.

**Key responsibilities**

As a Project Officer, you will specifically:

* Provide high quality advice and support on a range of project initiatives, which will include all tasks relevant to the project.
* Manage complex projects to ensure efficient and effective delivery of functions relevant to the project initiatives, including the facilitation of transitional meetings.
* Undertake research and analyse information (as required) which is relevant to the project.
* Ensure project compliance and effectiveness relevant to the operations of the department.
* Develop, implement, maintain and review, practices and procedures relevant to the project initiatives.
* Prepare correspondence relevant to the project including executive briefs, reports, submissions and associated written communications.
* Support the Senior Project Officer in the coordination of the High Intensity Response Cohort including coordinating and facilitating transitional planning meetings for young people exiting detention (72 Hour Planning)
* Identify organisational issues, recommend change options and facilitate implementation of change plans, as well as contribute to the evaluation of services and initiatives.

**What we are looking for**

We’ll assess your suitability for this role by looking at what you’ve done previously – the knowledge, skills and experience you’ve built, your potential for development, and your personal qualities. The position requires an applicant who:

* **Stimulates ideas and innovation:** Gathers insights and embraces new ideas and innovation to inform future practice.
* **Leads change in complex environments:** Embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
* **Builds enduring 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.
* **Demonstrates sound governance:** Maintains a high standard of practice through governance and risk management.

Every staff member is expected to role model leadership behaviours. This role requires the leadership capabilities of a individual contributor as outlined in the [Leadership competencies for Queensland booklet.](https://www.forgov.qld.gov.au/working-in-the-public-service/leadership-and-learning-hub/build-capability/capability-frameworks-and-strategies/leadership-competencies-for-queensland)

**Reasonable Adjustment**

All applicants are encouraged to advise the panel of any additional support or reasonable adjustments (i.e., building access, wheelchair access, interpreting services, etc.) required during the recruitment process to ensure they can demonstrate their ability to meet the inherent requirements of the role.

**Role requirements**

* Citizenship/visa: to be appointed to a position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia.
* A probationary period may apply to successful applicants to permanent roles who are external to the public service (unless advised otherwise), after which time confirmation of appointment will be dependent upon satisfactory performance review.
* Successful applicants will be subject to a criminal history check or blue card screening.
* Successful applicants who are either a current or previous public sector employee will be required to disclose previous serious disciplinary action taken against them.
* Newly appointed public service employees are obliged, within one month of starting duty, to make a disclosure of any employment as a lobbyist in the previous two years.
* Applications remain current for 12 months and may be considered for identical or similar vacancies (these may be at a different location).
* Applicants who have been paid a voluntary medical retirement, voluntary early retirement, redundancy or retrenchment payment from a Queensland Government entity are required to indicate this in their application.

**For mandatory licences**

* Drivers’ license: it is a mandatory requirement for the occupant of this position to hold a current “C” Class Drivers licence. Officers are required to drive government vehicles as a part of their day-to-day work.

**Mandatory Blue Card**

* Blue card: this role provides support services to children and young people and therefore will require a valid Blue Card with the organisation. Please refer to the Blue Card Services website (<http://www.bluecard.qld.gov.au/>) for further information.

**Role specific/technical skills**

* You understand the impacts of historical and contemporary policy and practices upon Aboriginal and Torres Strait Islander peoples. You have a demonstrated ability to engage and communicate with humility and effectively with Aboriginal and Torres Strait Islander peoples.
* Experience in working with high-risk young people and families with complex needs or similar transferrable experience.

**Delegations**

* Project Officers have no delegations under the *Youth Justice Act 1992**.*

**The Department**

The Department of Youth Justice’s vision is for safe and empowered communities. Our purpose is to keep communities, young people, and their families safe.

Youth Justice provides early intervention, statutory youth justice and detention services to ensure that young people are held accountable for their offending behaviour. We help support them to become responsible members of the community. More information about Youth Justice is available from [www.cyjma.qld.gov.au/youth-justice](http://www.cyjma.qld.gov.au/youth-justice).

By joining the Queensland public sector, you will contribute to better outcomes for Queenslanders by implementing the policies, priorities, services or programs of the elected government.

**What we can offer you**

* Work-life balance – with flexible working options
* Competitive salary
* Benefits including up to 12.75% superannuation.
* Generous leave entitlements
* Career progression opportunities
* The chance to make a difference to Queensland communities.
* We are a proud White Ribbon Accredited Workplace

We value diversity and cultural capability, and the department is an equal opportunity employer which supports a healthy working environment that is free from all forms of harassment, workplace bullying, discrimination, and violence.

All applicants are encouraged to advise the panel of any additional support or reasonable adjustments required throughout the recruitment process; this could include building access, interpreter services and so on. In doing so, we can ensure you have the best opportunity to demonstrate your ability to meet the inherent requirements of the role.

Your employment conditions are set out in the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034), [*Queensland Public Service Officers and Other Employees Award – State 2015*](https://www.qirc.qld.gov.au/sites/default/files/qld_public_service_010921.pdf?v=1630534710) *and the* [*Child Safety and Youth Justice Certified Agreement 2023 (the CSYJ Agreement)*](https://www.qirc.qld.gov.au/sites/default/files/2023-12/2023_cb143.pdf)

**Interested in applying?**

To enable us to assess your suitability, your applications should include:

1. **Tell us about your skills:**
* Your current resume detailing your previous work or voluntary experience including two referees who have a thorough knowledge of your conduct and performance over the past 2 years, or an appropriate period.
* We will use your resume to assess how well you meet ‘What are we looking for’ statements.
1. **Tell us about you:**
* Provide a **short statement** (of no more than **two** pages) telling us why you are interested in this role and outlining what skills, knowledge and strengths you will bring to the role.

Flexible and creative applications can also be accepted, for example:

* Visual representation of your story with a written/video explanation of its meaning
* Short 5-minute video explaining your skills and experience.

If you experience any technical difficulties or if you are unable to submit your application online, please contact 1300 146 370, between 9 am and 5pm Monday to Friday. All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

Apply via [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)

1. **What happens after you apply?**
2. Pre-employment checks will be undertaken prior to any offer of employment. Checks may include:
* Referees
* Criminal history
* Proof of eligibility for appointment (for example, residency).