

**Role type**

Permanent, flexible full-time

**Salary**

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

**Location**

1 William Street, Brisbane City

**Contact**Kerry Wilson,
Director, Performance Unit
Ph: (07) 3003 9201**Job ad reference**

QLD/573481/24

**Closing date**

Friday, 05 July 2024

Working relationships**Reports to:** Director**Direct reports:** Nil **Team size:** 11**Our team**

The Performance Unit monitor, report and provide strategic advice to the Premier and Cabinet on whole-of-government performance and delivery of government priorities including commitments and decisions.

The Performance Unit are also the custodians of the whole-of-government *Queensland Government Performance Management Framework* policy (PMF). We work closely with agencies to drive implementation of the PMF and improvement in agency performance management.

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 Policy Officer, Performance Unit (AO7)

The Performance Management Framework (PMF) team in the Performance Unit supports the Premier and Cabinet and works collaboratively with Queensland Government agencies to drive implementation of the PMF and improved performance of public services.

As a Principal Policy Officer of the PMF team, you will support team members ensuring capacity and capability to deliver team objectives.

You will use your excellent collaboration, interpersonal and communication skills, and strong professional work ethic to contribute and coordinate whole-of-government performance management, encompassing strategic and operational planning, the *Service Delivery Statements*, and annual reporting.

Your key responsibilities

Provide expert advice and coordination of whole-of-government performance management, research and analysis of performance information to support agencies implement the *Queensland Government Performance Management Framework* policy and the elements of planning, measuring and monitoring performance and reporting.

Monitor effectiveness of processes, and research, develop and implement changes that will maintain and improve service performance.

Prepare and contribute to the analysis and synthesis of multifaceted performance information and prepare timely and well researched submissions, briefs and papers on complex issues, including Cabinet submissions.

Provide advice on a range of Cabinet information, including submissions, decisions and briefing papers in relation to implementation.

Consult and negotiate with other areas of the department, government agencies and stakeholders on performance management, monitoring and reporting matters.



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:

Leads strategically

Thinks critically and acts on the broader purpose of the system.

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.

Drives accountability and outcomes

Demonstrates accountability for the execution and quality of results through professionalism, persistence and transparency.

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

Nil

Operational experience

Demonstrated ability to successfully manage a wide range of stakeholders, experience in roles requiring well-developed communication skills and the analysis of complex performance information.

Demonstrated experience working in a high-pressure environment with tight deadlines and the ability to work collaboratively to deliver quality outputs with high levels of accuracy and exceptional attention to detail. Previous experience in a similar role or involvement in agency governance and performance management will be highly regarded. A good knowledge of Cabinet processes and governance will be well regarded.

Other

Nil

