

## Role Description

### 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.



## Project Officer

Job Evaluation No.	<b>23567</b>	Content Manager No.	<b>10/256669</b>
Work Unit	<b>Office of the Executive Director, DE International Policy, External Relations and International Policy, Performance, International and Intergovernmental Division</b>		
Location	<b>Brisbane</b>		
Classification	<b>AO4 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week</b>		
Job Type	<b>Permanent Full-time</b>		
Salary Range	<b>\$86,546 - \$94,871 per annum</b> Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

### 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](http://www.qed.qld.gov.au)

### Your opportunity

As the Project Officer, Study Tours, you will undertake specialist study tour project activities to achieve the desired outcomes.

The Project Officer, Study Tours, reports to the Nominated Project Manager.

### Your role

Responsibilities include:

- Assist senior staff with the implementation and management of all international study tour programs, including liaison with international and domestic tour operators and state schools, leading individual programs.
- Participate and undertake in a designated project and organisational change activities.
- Implement and monitor study tour related project operational plans, including coordinating the activities of a variety of clients and team members associated with achieving the project objectives.
- Resolve operational problems and assist in the development and implementation of initiatives, policies, processes and systems for effective and efficient administration of departmental services.
- Assist in coordinating the implementation of policies, practices and procedures, relating to the project.
- Assist in the delivery of training for staff in the work unit and other departmental employees.
- Attend meetings with departmental officers to discuss, evaluate and revise systems and procedures.
- Assist in the dissemination of project information to departmental staff and members of the public.



### **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**

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[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.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- 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.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- 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.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- 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.

### **Additional information**

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