**Natural Resource Support Officer, AO3**

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| Role Type | Permanent, Flexible full-time | **Annual** Base Salary | $72,032 - $79,937 per annum  *Plus, leave loading and 12.75% employer superannuation contribution* |
| Location | Emerald (99 Hospital Road, Emerald 4720) | **Role Contact** | Maria Wiringi  [maria.wiringi@resources.qld.gov.au](mailto:maria.wiringi@resources.qld.gov.au)  (07) 4987 9367 |
| **Business Group, Division**  **Video camera with solid fill** | Natural Resource Operations  [***CLICK HERE TO SEE MORE ABOUT OUR DEPARTMENT***](https://youtu.be/9XOxbCJo3rE) | **Job Ad Reference** | QLD/573212/24 |
| **Position reports to** | This position reports to the Natural Resource Management Officer | **Apply via** | [www.smartjobs.qld.gov.au](file:///\\lands\data\DNRME\BCP\HR\Recruitment\Workforce%20Attraction\Career%20Entry%20Program\15.%20Resources%20Graduate%20Program\2023\www.smartjobs.qld.gov.au) |
| **Responsible for** | This position has no direct reports | **Closing Date** | Friday, 5 July 2024 |
| **Team size** | There are 4 members in the team, in the Emerald office. |

# **About the role**

This role delivers administrative support to the Vegetation Management Unit in administering Queensland’s vegetation management legislative framework. You will be part of a high performing State-wide team within Natural Resource Operations that provides on-time delivery of services to external and internal clients. Success in this role requires collaboration, communication, and the ability to follow procedures.

# **Your key duties and responsibilities**

In this role you will:

* Demonstrated knowledge or ability to acquire knowledge of legislation, standards, and guidelines.
* Provide administrative support functions to the Natural Resource Assessment Unit, and other departmental units, including case processing and management tasks and simple procurement of goods.
* Participate constructively in a dispersed regional team to provide support to other team members to maximise services to clients and ensure departmental objectives are met.
* Effectively utilise a suite of information systems to deliver services within client service standards and meet statutory record keeping obligations.
* Handle routine enquiries from, and provide written and verbal advice to, internal and external clients regarding departmental policies, procedures, and services applicable to the Natural Resource Assessment unit.
* Effectively participate in business improvement initiatives.
* Fulfil obligations under the Code of Conduct for the Queensland Public Services and comply with Workplace Health and Safety requirements, and
* Other duties as directed and required.

**About you**

We’re looking for the best suited applicant for the role. We’ll do this by assessing your eligibility and your ability 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.

**Mandatory requirements**

There are no mandatory education requirements for this role however, experience in the use of the departmental database eLVAS and the Microsoft Office suite including Teams would be highly regarded.

**Licences**

* You may be required to drive a motor vehicle

**Citizenship/Visa Requirements**

* To be eligible for this opportunity, 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). You are required to notify the department if your right to work in Australia ceases.

# **Role capabilities**

This role has been identified as:

**Leading Self:** (Individual Contributor)

* Responsible for delivering outcomes through self-management, sometimes with guidance from team leaders.
* Does not supervise others.
* Valued for the knowledge and skills in their specialist area and strong self-management.

**Your core competencies:**

The core competency requirements for this role are:

* **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.
* **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.
* **Fosters healthy and inclusive workplaces:** Fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
* **Demonstrates sound governance:** Maintains a high standard of practice through governance and risk management.

See the [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0025/182527/leadership-competencies-for-queensland-brochure.pdf) framework for more details.

# **About the Department of Resources**

The Queensland resources sector is changing. We juggle new demands, rapid changes and shifts in community knowledge and expectation. We play an active role in the delivery of key government priorities, such as the implementation of a renewable energy economy, assisting in Path to Treaty, recognition of Native Title Rights and capitalising on our resources for sustainable economic prosperity.

The [Department of Resources](https://www.resources.qld.gov.au/) embraces change by implementing cutting edge programs, best-practice methodologies, embracing new research and encouraging innovation. We are dynamic, diverse and a major contributor to economic opportunities for Queensland.

Our vision is to be an influential economic department that advocates in the public interest. This means helping the community and government make the best use of our renewable and non-renewable land, mineral and energy resources. We play a lead role in shaping a sustainable and positive future for Queensland.

We are committed to the Path to Treaty and a reframed relationship with First Nations Queenslanders and have prioritised employment, improving the way we engage and work with First Nations people and their communities.

### Our people and culture

We are committed to being a workplace that focusses on people. This is about building resilience, encouraging innovation and understanding that learning is a journey that never ends.

We promote a safe, inclusive and respectful place to work where all staff feel valued. We are a mobile, flexible and agile workforce. We live by our guiding principles – proactive, courageous, pragmatic, collaborative, resilient and respectful – underpinned by the Queensland public service values.

### Inclusion and diversity

We encourage people from diverse backgrounds including and Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with a disability and women, to apply for roles with our department.

Anyone requiring reasonable adjustment, seeking guidance or support with their application, should contact the ***Role Contact*** – noted above.

You can also refer to the **‘How to apply’ and the ‘We are Resources’ document** for further information on our commitment to supporting inclusion and diversity.

# **How to apply**

To apply for this role, you will need to submit the following document/s.  
For more detailed information, please see the **‘How to apply’ and the ‘We are Resources’ documents**.

* A copy of your **current resume (3-4 pages recommended)**, detailing your previous work, voluntary or relevant experience, and the contact details for **two referees** who have personally observed you displaying the key duties, responsibilities and capabilities of this role, plus a **brief cover letter (1-2 pages)** introducing yourselfto the panel and showcasing your skills and how you can make a valuable contribution to the department.

**Note:** The Department of Resources values equity and diversity so please include information in your resume that will help us understand how you could contribute to our workforce diversity.

**Please** also let us know if there is any assistance we can provide that would help you to participate in the recruitment process. Our commitment to cultural safety, equity and diversity means that our selection decisions will not be influenced by whether an applicant has need of assistance or a subsequent workplace adjustment.

**Send your application via** [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)

**Additional Information**

Please download the **‘How to apply’ and the ‘We are Resources’ documents** available on SmartJobs to learn more about the department, the benefits of working at Resources and how to apply for this role.