

Role Description

Principal Compliance and Governance Officer

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.



Job Evaluation No.

24230

Content Manager No.

23/9095

Work Unit

Service Delivery

Registration Services (International, Non-State and Home Education)

Policy, Performance, International and Intergovernmental Division

Location

Brisbane

Classification

A07 Qld Public Service Officers and Other Employees Award - State 2015
36 ¼ hour week

Job Type

Temporary Full-time

Until 30 June 2025 unless otherwise determined

Salary Range

\$127, 264 - \$136, 293 per annum

Salary is reflective of full-time employment (1.0FTE)

Plus superannuation contributions of up to 12.75% of your annual salary.

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

Your opportunity

As the Principal Compliance and Governance Officer, you will:

- Collaborate with and assist Managers, Directors and the Executive Director to provide authoritative recommendations, advice and information on financial and corporate governance processes, for the Registration Services Branch.
- Manage and coordinate the delivery of corporate functions within the Branch including business planning, financial and document management.

The Principal Compliance and Governance Officer, reports to the Manager, Service Delivery, Registration Services (International, Non-State and Home Education), Policy, Performance, International and Intergovernmental Division.

Your role

Responsibilities include:

- Monitor, advise and report on corporate compliance, budget performance and strategic financial planning for the Branch and contribute to the development of business plans and budget submissions, ensuring consistency and integration with government and department standards and processes, in consultation with senior officers and other officers in the Branch, Finance Branch, and other internal and external stakeholders
- Provide leadership and direction as part of the senior leadership and Service Delivery team, develop and implement administrative policies and practices which represent best practice and maximise cost effectiveness in support of the Branch service delivery.



- Organise and lead training, forums and information sessions for staff within the Branch on corporate governance issues and regulatory compliance in areas such as finance, Public Interest Disclosures, Right to Information.
- Undertake analysis and research and prepare complex reports, submissions, briefing notes and corporate correspondence on a range of corporate governance issues, including financial and non-financial performance and trend analysis.
- Contribute to the preparation of the Branch's planning and reporting requirements such as estimates briefs, annual report, corporate business report, operational and compliance reports and risk register.
- Develop and monitor the division's corporate systems procedures to deliver quality outcomes and continuous improvement while ensuring the office procedures and systems are efficient, that priorities are met, deadlines achieved and that the office functions effectively.
- Facilitate the structured professional development and training of the officers within the Branch in activities relevant to daily operations in finance and corporate governance activities, policies and processes.
- Possess a high-level working knowledge of the latest Financial Act, Financial Management Practice Manual, relevant accounting standards and business practices, policies for funding and appropriation administration, and budget, reporting and governance cycles in the Department and government.
- Coordinate and manage the development, implementation, operation and continuous improvement of the Branch's systems, corporate policies and procedures related to:
 - purchasing;
 - asset management systems;
 - financial systems and reporting;
 - document management; and
 - administration systems.

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

[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

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