ROSTER AND PROPERTY OFFICER (AO4)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Division   |  |  | | --- | --- | |  | **Role Type:**  Permanent, flexible full-time | |  | **Classification / Salary:**  **AO6**  **$00,000– $00,000 p.a.** | |  | **Position Location:**  Brisbane | |  | **Contact:**  Stacey Parker, Manager  HR Services  (PH) XXXX | |  | **Vacancy Reference No.**  ABC/123/QLD | |  | **Closing Date:**  23/23/23 | | Mackay Northern Beaches Division |
| District | Mackay Whitsunday District |
| Region | Central Region |
| Location | Mackay and Mackay Northern Beaches |



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| --- | --- | --- |
|  | **Role Type:** | Temporary full-time – 6 months with possible extension |
|  | **Salary:** | $84,607 - $92,747 per annum |
|  | **Contact:** | Senior Sergeant Mitch Benson  **Ph: 4969 7666** |
|  | **Job Ref.** **No.:** | QLD/574269/24 |
|  | **Closing Date:** | Wednesday, 10th July 2024 |

Working relationships

**Reports to:** Officer in Charge Mackay Northern Beaches Division

**Direct reports:** The occupant of this position may be required to supervise administration staff (AO3)



|  |  |  |
| --- | --- | --- |
|  | **Role Type:** |  |
|  | **Salary:** | QSS to complete |
|  | **Contact:** |  |
|  | **Job Ref.** **No.:** | QSS to complete |
|  | **Closing Date:** | QSS to complete |

Working relationships

**Reports to:**

**Direct reports:**

**QPS PD Ref No:** Click or tap here to enter text.

Date of Review:

d

Our Workplace

We are committed to building inclusive cultures that respect and promote **human rights**, **diversity, and inclusion**.

We provide equal opportunities for everyone in our organisation, irrespective of gender, culture, generation, sexual orientation, or disability. We promote a respectful workplace culture that is free from all forms of harassment, workplace bullying, discrimination, and violence. We embrace the benefits of supporting and retaining a mobile, flexible, and agile workforce.

**Be a pivotal part of one of Queensland’s biggest teams #qldpolice. Find your change here!**

Our Team (Where You Will Be Working!)

You will be a part of the Mackay Northern Beaches Police Station which is located within the Mackay Whitsunday District. Mackay Northen Beaches is staffed by motivated and engaging staff making the workplace inclusive and well regarded.

You will provide high quality roster management and administrative support to the Officer in Charge of the station. You will be responsible for producing monthly demand driven 24-hour rosters to ensure we are best placed to keep Queensland safe. You will have the ability to analyse and review procedures to establish best practice; demonstrate strong administrative and interpersonal skills and successfully contribute to client service delivery.

You will manage and maintain control of the Exhibit and Property holdings at Mackay Northern Beaches and assist with similar duties with your counterpart at Mackay Station as required.

QPS PD Ref No:GEN005

**QPS PD Ref No:** Click or tap here to enter text.

Date of Review:

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QPS PD Ref No:Click or tap here to enter text.

## Your key accountabilities

The core capability requirements for this role are:

* Compile and amend staff rosters’ according to budgetary and operational requirements in consultation with the Officer in Charge and ensure all rosters appropriately reflect Enterprise Bargaining Agreement equity requirements and rostering guidelines.
* Maintain and monitor leave management systems, including the monitoring of absenteeism trends and auditing of leave.
* Maintain control over and organise the disposal or destruction of property and exhibits in accordance with QPS procedures.
* Maintain a catalogue of exhibits, drugs and lost and unclaimed property and undertake regular audits of property holdings and monitor compliance in accordance with QPS property management procedures and policies.
* Give evidence in court regarding continuity of possession of exhibits.
* Provide training and advice to police and staff members on the appropriate storage, recovery, and disposal of property.
* Comply with workplace health and safety requirements, including the safe storage and disposal of weapons, drugs, and forensic exhibits.
* Contribute to the development of local property management procedures to reflect QPS policy and legislative requirements.

## Leadership stream

[*Leadership Competencies for Queensland*](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0025/182527/leadership-competencies-for-queensland-brochure.pdf) describes what highly effective, everyday leadership looks like in the public sector regardless of whether the role has responsibilities to manage or lead others.

Your application needs to demonstrate the behaviours of the Leadership stream indicated below.

Be prepared to discuss / reflect on these behaviours in the event you are invited to attend an assessment interview.

This role has been identified as Team leader.

**Individual contributor**

*Leading Self*

**Team leader**

*Leading others   
and/or projects*

**Program leader**

*Leading teams and/or   
programs*

**Executive**

*Leading the function*

leadership

specialist/technical

Balance of leadership and technical responsibility





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## Role Requirements

|  |  |
| --- | --- |
| Mandatory | Nil |
| Qualification | Nil |
| Technical/ Operational/ Educational experience | Nil |
| Other | Nil |

## How to apply

Submit a written statement of no more than 2 A4 pages outlining your suitability for the position by addressing the Key Accountabilities at the level of the Leadership stream indicated. Your statement should include examples of previous performance and demonstrate leadership behaviours at the level of the Leadership stream.  
  
Please use examples from your work to date to showcase how your skills and experience match the requirements of the role.

Refer to the ***Applicant Guide*** for additional information on how to apply.

## Other Information

Appointment to this position will be made pursuant to the provisions of the *Public Sector Act 2022*.

Terms and conditions of employment will be in accordance with the Queensland Public Service Officers and Other Employees Award - State 2015 and the current Queensland Police Service Staff Members Certified Agreement 2023.

Refer to the **Applicant Guide** for further essential information relating to this role including Police Security Checking Guidelines, eligibility for appointment and other important conditions that apply to this employment.

The Queensland Police Service (QPS) is collecting information for the purpose of processing your application for an advertised QPS vacancy. The collection of this information is authorised by the *Police Service Administration Act 1990*.

Temporary full time position is available for a period of six months with the possibility of an extension.

The occupant of the position will be required to work from the Mackay Station and Mackay Northern Beaches Station.

Applications will remain current for 12 months.

