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| Hourglass | **Role type: Full-time, permanent position** | Coins | **Salary:** $97,521 - $105,818 per annum plus 12.75% superannuation |
| City | **Location:** Cairns | Users | **Contact: Darryl Clark, Manager, Office of the Regional Director**   Ph: 07 4255 7511 E: [Darryl.Clark@cyjma.qld.gov.au](mailto:Darryl.Clark@cyjma.qld.gov.au) |
| Document | **Smart Jobs reference:**  QLD/574290/24 | Daily calendar | **Closing date:** Wednesday, 10th July 2024 |
|  | **Mandatory requirements:** Possession of, or able to obtain a blue card administered by the Queensland Public Safety Business Agency.  Travel may be a requirement of this position; therefore, it is a requirement that the applicant hold a current “C” Class Drivers licence. | | |

# **Project Officer | AO5**

As the Project Officer you will:

* Contribute to the provision and coordination of support to high-risk young people subject to collaborative, multi-agency responses.
* Supporting the establishment and maintenance of collaborative case management inclusive of stakeholder meetings and multi-agency collaborative panels to ensure continuity in service delivery.
* Consult and effectively work with relevant stakeholders including Youth Justice Colleagues, Elders, other key community members, community agencies and government departments to enhance their capacity to support young people and their families.
* Supporting the Principal Community Services Officer in establishing and maintaining partnerships with the non-government sector and implementing changes to the program that streamline with business processes and departmental objectives.

Contributing to regional practice in relation to young people requiring a collaborative response.

The project officer implements and contributes to key aspects of departmental projects that support government priorities.

**Reports to:** Principal Community Services Officer **Direct reports:** 0 **Team size:** 4

**The team**

This is an exciting opportunity to work for a progressive and dynamic service centre. Working in a multi-disciplinary team your role is one of support and action; as such you will need to have capacity to be flexible, adaptable and meet emerging needs as they arise.

This may involve work that covers three different Youth Justice Service Centres within the Far North Queensland region and may involve travel within the region for short periods of time.

**The division**

In Youth Justice you will have the opportunity to work together with people, partners and across places to enable young Queenslanders, especially the most vulnerable, to have positive life choices and opportunities.

You will help achieve this vision through developing and delivering initiatives, programs and interventions to:

* Increase community safety and reduce rates of youth offending.
* Improve wellbeing of children and young people in and transitioning from youth justice.
* Reduce the disproportionate representation of Aboriginal and Torres Strait Islander young people in the youth justice system.

**Key responsibilities**

The Project Officer key responsibilities are:

* To provide high quality advice and support on a range of project initiatives, which will include all tasks relevant to the project.
* Undertake a range of record and information management tasks including maintenance of stakeholder and mutli agency collaborative panel meeting minutes, preparation of reports and information sharing between agencies and data entry to ensure organisational accountability.
* Manage complex projects to ensure efficient and effective delivery of functions relevant to the project initiatives, including the facilitation of transitional meetings.
* Undertake research and analyse information (as required) which is relevant to the project.
* Ensure project compliance and effectiveness relevant to the operations of the department.
* Develop, implement, maintain and review, practices and procedures relevant to the project initiatives.

**Delegations**

* This position has no statutory delegations under the [*Youth Justice Act 1992*](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.legislation.qld.gov.au/view/pdf/inforce/2021-09-27/act-1992-044).

**What we are looking for**

The Queensland Public Service Leadership competencies for Queensland (LCQ) applies to all role profiles within the department. This role profile is aligned to the Individual profile of the LCQ and outlines the relevant competencies from the Individual profile that are the basis of assessment of your suitability for the role.

We’ll assess your suitability for this role by looking at what you’ve done previously – the knowledge, skills and experience you’ve built, your potential for development, and your personal qualities. The position requires an applicant who:

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| **Vision** | **Results** | **Accountability** |
| * **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. | * **Demonstrates sound governance -** Maintains a high standard of practice through governance and risk management. * **Pursues continuous growth** - Pursues opportunities for growth through agile learning, and development of self-awareness. |

Role specific/technical skills

* You understand the impacts of historical and contemporary policy and practices upon Aboriginal and Torres Strait Islander peoples. You have a demonstrated ability to engage and communicate with humility and effectively with Aboriginal and Torres Strait Islander peoples.
* You have demonstrated skills in working with young people at risk of offending and their families and experience in assessment and case work intervention including knowledge of a range of intervention strategies.

Every staff member is expected to role model leadership behaviours. This role requires the leadership capabilities of an individual contributor as outlined in the [Leadership competencies for Queensland booklet.](https://www.forgov.qld.gov.au/working-in-the-public-service/leadership-and-learning-hub/build-capability/capability-frameworks-and-strategies/leadership-competencies-for-queensland)

**Reasonable Adjustment**

All applicants are encouraged to advise the panel of any additional support or reasonable adjustments (i.e., building access, wheelchair access, interpreting services, etc.) required during the recruitment process to ensure they can demonstrate their ability to meet the inherent requirements of the role.

**Role requirements**

* Citizenship/visa: to be appointed to a position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia.
* A probationary period may apply to successful applicants to permanent roles who are external to the public service (unless advised otherwise), after which time confirmation of appointment will be dependent upon satisfactory performance review.
* Successful applicants will be subject to a criminal history check or blue card screening.
* Successful applicants who are either a current or previous public sector employee will be required to disclose previous serious disciplinary action taken against them.
* Newly appointed public service employees are obliged, within one month of starting duty, to make a disclosure of any employment as a lobbyist in the previous two years.
* Applications remain current for 12 months and may be considered for identical or similar vacancies (these may be at a different location).
* Applicants who have been paid a voluntary medical retirement, voluntary early retirement, redundancy or retrenchment payment from a Queensland Government entity are required to indicate this in their application.
* Disclosure of pre-exiting condition: upon written request, an applicant is to disclose prior to their engagement any pre-existing illness or injury that could impact their ability to perform duties of the role or has potential to aggravate a pre-existing illness or injury. It is important to note, that false or misleading disclosure under section 571C of the [*Workers’ Compensation and Rehabilitation Act 2003*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1) will result in a prospective employee not being entitled to compensation or to seek damages for any event that aggravates the pre-existing injury or medical condition.

Drivers’ license:

* It is a mandatory requirement for the occupant of this position to hold an unrestricted manual driver’s licence or be prepared to obtain a manual licence if they do not. Officers are required to drive government vehicles as a part of their day-to-day work.

Covid-19 vaccinations:

* It is highly desirable that employees are vaccinated against COVID-19.

NOTE: Employees unable to comply with any future mandatory vaccination policy requirements of the Department may be subject to disciplinary action.

Mandatory for positions requiring a Blue Card:

* Blue card: this role provides support services to children and young people and therefore will require a valid Blue Card with the organisation. Please refer to the Blue Card Services website (<http://www.bluecard.qld.gov.au/>) for further information.

Travel:

* **Travel away from centre:** while the position is based in Cairns, travel within the region for site visits and to other regional offices will be required in this role.

**The Department**

The Department of Youth Justice, vision is for safe and empowered communities, where skilled Queenslanders and vibrant small businesses grow Queensland’s economy.

Our purpose is to keep young people and their families safe while building Queensland’s future workforce through connecting all Queenslanders to learning opportunities, quality training, employment opportunities and by helping small businesses to start and thrive.

Youth Justice provides early intervention, statutory youth justice and detention services to ensure that young people are held accountable for their offending behaviour. We help support them to become responsible members of the community. More information about Youth Justice is available from [www.cyjma.qld.gov.au/youth-justice](http://www.cyjma.qld.gov.au/youth-justice).

By joining the Queensland public sector, you will contribute to better outcomes for Queenslanders by implementing the policies, priorities, services, or programs of the elected government.

**What we can offer you**

* Work-life balance – with flexible working options
* Competitive salary
* Benefits including up to 12.75% superannuation
* Reasonable adjustment and support for people with a disability
* Generous leave entitlements
* Career progression opportunities
* The chance to make a difference to Queensland communities

We value diversity and cultural capability, and the department is an equal opportunity employer which supports a healthy working environment that is free from all forms of harassment, workplace bullying, discrimination, and violence. The department values and is committed to being a safe and inclusive workplace for all LGBTQ+ peoples.

The department is proud to be an accredited White Ribbon Workplace. Domestic and family violence has no place in our homes, communities or workplaces and we are committed to preventing violence and supporting employees affected by domestic and family violence.

All applicants are encouraged to advise the panel of any additional support or reasonable adjustments required throughout the recruitment process; this could include building access, interpreter services and so on. In doing so, we can ensure you have the best opportunity to demonstrate your ability to meet the inherent requirements of the role.

Your employment conditions are set out in the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034), [*Queensland Public Service Officers and Other Employees Award – State 2015*](https://www.qirc.qld.gov.au/sites/default/files/qld_public_service_010921.pdf?v=1630534710) [*Youth Detention Centre Employees Award – State 2016*](https://www.qirc.qld.gov.au/awards/modern-awards) *and the* [*Child Safety and Youth Justice Certified Agreement 2023 (the CSYJ Agreement)*](https://www.qirc.qld.gov.au/sites/default/files/2021_cb14.pdf?v=1622522841)

**Interested in applying?**

To enable us to assess your suitability, your applications should include:

1. **Tell us about your skills:**

* Your current resume detailing your previous work or voluntary experience including two referees who have a thorough knowledge of your conduct and performance over the past 2 years, or an appropriate period.
* We will use your resume to assess how well you meet ‘What are we looking for’ statements.

1. **Tell us about you:**

* Provide a **short statement** (of no more than **two** pages) telling us why you are interested in this role and outlining what skills, knowledge and strengths you will bring to the role.

Flexible and creative applications can also be accepted, for example:

* Visual representation of your story with a written/video explanation of its meaning
* Short 5-minute video explaining your skills and experience.

See tips on [how to write a resume and cover letter](https://www.qld.gov.au/jobs/finding/pages/resume.html)

If you experience any technical difficulties or if you are unable to submit your application online, please contact 1300 146 370, between 9 am and 5pm Monday to Friday. All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

1. **What happens after you apply?**
2. Pre-employment checks will be undertaken prior to any offer of employment. Checks may include:

* Referees
* Criminal history
* Proof of eligibility for appointment (for example, residency).

1. We encourage all applicants to read the **Youth Justice Application Information package** which outlines further information on the benefits and conditions of working in the department.