





Administration Officer (AO3), Mackay HSC

Department of Housing, Local Government, Planning and Public Works

 Role type Permanent	 Job ad reference QLD/574217/24
 Annual salary \$72,032 - \$79,937 <small>(Based on a full-time, annual arrangement which does not include employer superannuation contributions of up to 12.75% and annual leave loading)</small>	 Closing date Tuesday 9 th July 2024
 Division Housing and Homelessness Services	 Working relationships Reports to: Area Manager
 Location Mackay	 Contact Name: Kristy Tatow Ph: 07 4862 9501

About the Department

As a valued employee in the Department of Housing, Local Government, Planning and Public Works, you will play a vital role in delivering a range of services that make a real difference to the lives of Queenslanders.

Your role will support the department to provide housing assistance, homelessness support services, local government support and advice, state and regional planning, public works building and design and industry regulatory reform.

You will work in an organisation that is focussed on reframing the department's relationship with Aboriginal and Torres Strait Islander peoples, communities, and organisations through the Path to Treaty, Closing the Gap and building our cultural capability.

Find out more about us, and what we do on our website www.housing.qld.gov.au.

What we offer

As an employee, you will have access to a range of generous leave entitlements, flexible work options and health and wellbeing programs to help manage your work and life.

With generous salary packaging and access to a range of learning and development opportunities you will be able to grow and develop your career.

We are committed to a culture that promotes human rights where people feel safe, respected, valued and engaged.

We are proud to be a White Ribbon Accredited Workplace that promotes respectful relationships and gender equality and demonstrates a zero tolerance for aggression and violence.

The Department of Housing, Local Government, Planning and Public Works is passionate about providing equality of employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from people with diverse backgrounds.

The role

We are looking to find the person best suited for the role and will be considering your knowledge, skills, experience, potential for development and future contribution to the department as well as your personal qualities and how they contribute to building a diverse workforce that reflects the Queensland community.

Service Delivery, Housing and Homelessness Services provides a range of services, products and referrals to offer housing solutions for diverse customer groups.

You will provide support in the areas of administration, human resources, finance and records management within the Housing Service Centre.

What you will be doing

- Provide general administrative support and develop and maintain administrative procedures and systems to assist Housing Service Centre to function effectively.
- Implement and administer departmental information systems, including those relating to financial, human resource management, correspondence, records management and plant and equipment.
- Undertake administrative functions associated with personnel matters and provide comprehensive, accurate human resource information as required.
- Provide high quality support using a range of software packages and databases to maintain and improve administration processes.
- Organise and coordinate functions, meetings and training activities by planning itineraries, venues, catering, travel bookings and accommodation.
- Liaise, consult, and maintain effective relationships with team members, internal and external customers and other stakeholders.
- Contribute to the continuous improvement of administrative support services to deliver a timely and quality service.
- Support and help maintain a workplace safety culture by ensuring that all policies and practices concerning Workplace Health and Safety are applied and a part of day-to-day operations.

What we are looking for

- Demonstrate flexibility to changing expectations by proactively adapting own approach to reflect new requirements.
- Manage priorities, meet tight deadlines, and apply attention to detail to deliver consistent quality service with minimal supervision.
- Demonstrate clear and concise written and verbal communication and you work collaboratively with others in a team environment.
- Demonstrate strong skills, knowledge and expertise in providing administrative support.
- Act professionally at all times and adopt a principled approach by adhering to public service values including the Code of Conduct, taking responsibility for accurate completion of work.

Mandatory requirements

- NIL

How to apply

You can apply for this role by providing your current resume via the Smart jobs and careers website www.smartjobs.qld.gov.au.

If you experience any difficulties submitting your application:

- Prior to closing – contact 13 QGOV (13 74 68)
- After closing – contact the person on this role description.

Pre-employment checks

Pre-employment checks will occur prior to any offer of employment being made. Checks may include:

- referee check
- criminal history check
- serious discipline history declaration
- proof of eligibility for appointment to the Queensland public sector
- Working with children (Blue card)
- proof that mandatory requirements have been met.

Further information

- Further information about the department and the recruitment and selection process can be found in the accompanying Applicant Guide.
- Applications will remain current for a period of up to 12 months after the closing date of the vacancy and may be considered for other identical or similar vacancies which may be available.

Leadership competencies

It is recognised that everyone is a leader regardless of classification level. Refer to the Individual Contributor stream of the [Leadership competencies for Queensland](#) framework to understand the expectations for this role.