

## Role Description

## Senior 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.	<b>23161</b>	Content Manager No.	<b>22/638885</b>
Work Unit	<b>Metropolitan South Region Early Childhood and State Schools Division</b>		
Location	<b>Brisbane - South</b>		
Classification	<b>AO6 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week</b>		
Job Type	<b>Temporary Full-time Temporary period of 12 months, unless otherwise determined</b>		
Salary Range	<b>\$114,115 - \$121,876 per annum</b> Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

### 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](http://www.qed.qld.gov.au)

### Your opportunity

As the Senior Officer your role will include:

- providing policy, administrative, or specialist advice which may include:
  - undertaking work related to the management or administration of a program or activity;
  - service delivery or corporate support functions, including project work and work policy development;
  - preparation or co-ordination of research papers, submissions on policy, technical, professional or program issues, or administrative matters.
- liaising with other elements of the organisation, other government agencies, local authorities or community organisations as required.
- preparing correspondence and replies to Parliamentary Questions, Ministerial representations and other briefing material; and representing the office at meetings, conferences or seminars.
- management of diverse occupational groups may be required of this level.

### Your role

Responsibilities include:

- working with limited direction across tasks which may be of a complex or specific nature encompassing a major area of office operations.
- controlling and/or co-ordinating projects or programs within the office in accordance with corporate goals, which may include direct management of people as required.
- developing, implementing and evaluating office or project activities including guidelines, rules, instructions or procedures for use by other staff and interested parties.



- using and allocating resources and making decisions as determined by senior management, likely to be limited to a specific work area or function. Delegations exercised may, depending on the nature of the work required, involve making determinations, instigating another course of action, or reviewing previous decisions.

Capabilities include:

- management skills and abilities necessary to undertake the allocation and monitoring of resources, the review of operations to determine their effectiveness and contribute to the development of policy initiatives or corporate strategies.
- knowledge of financial program management techniques related to the activity or corporate goal of the work area,
- demonstrated personnel management skills and the ability to apply equal employment procedures and implement training and staff development.
- well-developed liaison and communication skills and the ability to negotiate or communicate, under limited direction, on behalf of the department with clients or other interested parties may be needed.
- a knowledge and awareness of office operations, as related to government initiatives or policies.
- the ability to apply or interpret legislation, regulations, instructions or other guideline material relating to the operations, policies or functions of the work area
- the capacity to undertake high level research, reviews or investigations including the preparation of reports and associated papers may also be required.

#### **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.