

Corporate Services Officer (AO5)



Role type

Permanent, flexible full-time.



Salary

\$97,521 - \$105,818 p.a.



Location

Brisbane CBD



Contact

Melissa Blackmore
Principal Corporate Services Officer
Ph: (07) 3003 9663



Job ad reference

QLD/574359/24



Closing date

Thursday, 18 July 2024

Working relationships

Reports to: Principal Corporate Services Officer

Direct reports: 0 **Team size:** 3

Our team

OQPC's vision is to provide legislation for Queensland that is effective, accessible and of the highest standard. Our objectives are to:

- deliver an effective and efficient legislative drafting service for Queensland legislation; and
- make Queensland legislation and information about legislation readily accessible; and
- maximise organisational capability and agility.

Our workplace

We are committed to building inclusive cultures in the Queensland public sector that respect and promote **human rights** and **diversity**.

We promote a **respectful workplace culture** that is free from all forms of harassment, workplace bullying, discrimination and violence. We recognise the importance of supporting and retaining a **mobile, flexible and agile workforce**.

The purpose of this role is to provide support to the Manager and Principal Corporate Services Officer, Corporate Services in the execution of corporate governance, human resources management, finance and premises activities.

As a Corporate Services Officer, you will:

- Demonstrate your strong attention to detail skills and ability to manage competing priorities to deliver outcomes within the prescribed timeframe and to the highest quality standard.
- Demonstrate considerable autonomy and maintain knowledge of relevant legislation, departmental policies and procedures and public sector directives ensuring best practice corporate business functions are achieved.
- Support and contribute to the success of OQPC through continuous improvement initiatives and projects.

Your key responsibilities

Perform various human resource functions including appointments, separations, recruitment, higher duties, secondments, work pattern changes, establishment changes and reconciling leave.

Manage various finance functions including payment of accounts, reconciling of corporate cards and payroll costing reports and providing analysis for forecasting, end of month/quarter/year processes and budgeting purposes.

Undertake various premises tasks including coordinating maintenance requests, purchasing stationery and communication to staff.

Coordinate and assist with various complex reports including analysis, briefings, other submissions and correspondence in relation to identified corporate business functions to help effectively facilitate the Corporate Services deliverables for OQPC.

Develop and maintain the currency of corporate service policies, procedures and guidelines, including the systems where these resources and other corporate service information is shared with internal and external stakeholders.

Research and analyse systems, processes and best practice methodology to strengthen continuous improvement initiatives at OQPC.

Leadership stream

This role has been identified as an individual contributor.



Individual contributor
Leading Self



Team leader
Leading others and/or projects



Program leader
Leading teams and/or programs



Executive
Leading the function

Key: Balance of leadership and technical responsibility



Specialist/
technical



Leadership

Your core capabilities

The core capability requirements for this role are:

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.

Makes insightful decisions

Makes considered, ethical and courageous decisions based on insight into the broader context.

Leads change in a complex environment

Embraces change and leads with focus and optimism in an environment of complexity and ambiguity

Builds enduring relationships

Builds and sustains relationship to enable the collaborative delivery of customer-focused outcomes.

Role requirements

Mandatory Qualifications

Nil

Technical/educational

Nil

Operational experience

You will have significant experience using the Microsoft suite of applications (particularly Excel, Outlook, Word and SharePoint) and will possess highly developed interpersonal skills, and a high level of discretion and tact.

Experience with HPE Content Manager (TRIM) and electronic records management systems will be highly regarded.

Experience using SAP and/or Aurion will be highly regarded.

A minimum of 3 years' experience in a similar administration role would be highly desirable.

Other

Nil