**Principal Project Officer, AO7**

**Capability and Emerging Contaminants, Operational Support, ESR**

This role is open to all applicants, however applicants with disability or who identify as Aboriginal and/or Torres Strait Islander that meet the minimum requirements for the role will be given priority consideration and invited to participate in the next selection activity.

|  |  |  |  |
| --- | --- | --- | --- |
| **Duration** | Fixed Term Temporary until 22 July 2026 with the possibility of extension | **Annual Salary** | annual $124,419 - $133,264fortnightly $4,769.00 - $5,108.00 |
| **Type of appointment** | Flexible Full-Time | **Position number** | 734080 |
| **Location** | Flexible | **Contact** | Damon Cheyne, Manager, damon.cheyne@des.qld.gov.auPh: 0481 066 515 |
| **Closing Date** | Monday, 15 July 2024 | **Job Ad Reference (JAR)** | QLD/574360/24 |

The [Department](http://www.psc.qld.gov.au/about-us.aspxhttp%3A/www.psc.qld.gov.au/about-us.aspx) of Environment, Science and Innovation

The Department of Environment, Science and Innovation (DESI) recognises the enormous value a clean environment, innovative society and economy, and a diverse and inclusive culture makes to Queenslanders’ lives. As a diverse organisation, the department brings together environment, heritage protection, national parks, science and innovation to help achieve government objectives for a better Queensland.

We value and are committed to:

* building inclusive cultures in the Queensland public sector that respect and promote [human rights](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_humanrights&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=n8IaVLsBmceOUzhioUYLOvzCEJhlCoAknsTUtJUryPc&e=) and [diversity](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_inclusion-2Dand-2Ddiversity-2Dcommitment&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=koW3J_GJiZzzdkvt7CTYJukNsnFmkSdIgcEJAKnkghA&e=).
* strengthening our culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments.
* encouraging and supporting employees as individuals in an inclusive environment by embracing our differences and applying diverse and inclusive thinking to our business.
* the values of the Queensland Public Sector: customers first; ideas into action; unleash potential; be courageous; and empower people.

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

At DESI we recognise, respect and value First Nations people and cultures.  We are progressing self-determination by recognising the rights and interests of First Nations people. We are investing in a culturally connected and agile organisation, with the skills and experience we need to support better outcomes for First Nations people. We are taking action in fundamental areas like employment and procurement, and by building strong and sustainable partnerships with First Nations organisations and communities. We are focused on working with First Nations people to improve service design and delivery, knowing that this will deliver better outcomes for all of Queensland.

More information on the department’s functions, focus and the type of organisation we are, can be found on our [website](https://www.des.qld.gov.au/our-department/employment).

# Your contribution

The Principal Project Officer (AO7) within the Operational Support branch leads the coordination of departmental activities relating to Emerging Contaminants including PFAS (per- and poly-fluoro alkyl substances). This role ensures the Department of Environment, Science and Innovation and, more broadly, the Queensland Government is informed of the risks associated with emerging contaminants and develops strategies to protect the environment and communities of Queensland.

The Principal Project Officer (AO7) works primarily in the co-ordination and delivery of high-level technical advice relating to PFAS and emerging contaminant environmental issues. This a role that will take lead in engaging with a wide range of stakeholders including other state and federal agencies, state and national working groups and committees, local councils, internal stakeholders, the community and industry. Additionally, this role will provide advice and support for contaminated land investigations, develop and deliver guidance and training, and contribute toward policy development and implementation.

# Your role

As the **Principal Project Officer (AO7)** you will:

* Be the lead in representing the Department on state and national working groups and at public events.
* Research, analyse and develop advice on environmental issues associated with emerging contaminants and PFAS.
* Lead or support the planning, delivery, and evaluation of specific projects relating to PFAS and Emerging Contaminants, including managing deliverables, peer reviewing work and reporting/briefing on progress
* Provide high-level support to DESI business units and other stakeholders in relation to PFAS and emerging contaminants.
* Liaise, consult, and negotiate with all levels of government, industry and community groups on complex environmental issues.
* Provide strategic advice and recommendations to a wide range of customers on complex and sensitive environmental issues related to emerging contaminants and PFAS.
* Implement legislation and policy relevant to emerging contaminants and PFAS.
* Foster a workplace culture that supports and promotes the interests of First Nations people and actively engage through our work to contribute to better outcomes for First Nations people.

# What we are looking for

We’re looking for the best suited applicant for the role. We’ll do this by assessing your eligibility and your suitability to undertake the requirements of the role (including, where relevant, the way you carried out previous roles). We’ll also consider your potential to make contributions to the department and how your engagement would support our commitment to equity, diversity, respect and inclusion.

This position requires:

* **Project Management:** Demonstrated high level skills in planning, developing, managing and delivering complex projects that involve input from a wide range of stakeholders.
* **Environmental Management:** High-level knowledge and experience in contemporary environmental issues and the principles and practices of environmental management, assessing environmental risk and providing technical advice associated with the regulation of emerging contaminants.
* **Communication:** Demonstrated high-level interpersonal and written communication skills that has helped to build enduring relationships and present complex information to a variety of audiences so that they can easily understand and act on the information. For example, the development of information and fact sheets, guidance material, presentations, briefing notes, executive correspondence, etc.
* **Queensland Legislative Framework:** Demonstrated knowledge of and an ability to interpret, administer and operationalise state and national legislation, policies and procedures associated with the management of emerging contaminants, including for example, the Environmental Protection Act 1994 and PFAS National Environmental Management Plan (NEMP).
* Contribution to workplace equity and diversity that enriches our culture of safety, innovation, respect and inclusion.

Every staff member is expected to role model leadership behaviours. This role requires the **team leader** leadership capabilities as outlined in the [Leadership competencies for Queensland booklet](https://www.forgov.qld.gov.au/leadership-competencies-queensland).

# Eligibility requirements

## Citizenship/Visa

To be eligible for employment in this position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions) prior to engagement. You are required to notify the department if your right to work in Australia ceases.

## Qualifications

There are no mandatory qualifications required to undertake this position, however formal qualifications in civil or environmental engineering or science or agreed equivalent would be highly regarded.

## Licences

It is a mandatory requirement for the occupant of this position to hold an unrestricted manual driver’s licence. You will need to provide a copy of your driver’s licence, with the original sighted prior to engagement. Employees are required to drive government vehicles, including four-wheel drives as a part of their day-to-day and field work.

## Aboriginal and/or Torres Strait Islander Priority Consideration

Aboriginal and/or Torres Strait Islander priority consideration applies to this role. As an equal opportunity measure under section 105 of the [*Anti-Discrimination Act 1991 (QLD)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085), priority consideration will be given to Aboriginal persons and Torres Strait Islander persons. Aboriginal applicants and Torres Strait Islander applicants who meet the minimum requirements for this role will be invited to participate in the next selection activity.

An Aboriginal and/or Torres Strait Islander person is one who identifies as an Aboriginal and/or Torres Strait Islander person and either:

* is of Aboriginal and/or Torres Strait Islander descent; or
* is accepted as an Aboriginal and/or Torres Strait Islander by the Aboriginal and/or Torres Strait Islander community in which they live.

To enable the selection panel to confirm that you are eligible for priority consideration, the panel requires:

* your written assertion that you are of Aboriginal or Torres Strait Islander descent.

## Diverse Ability Priority Consideration

Diverse ability consideration applies to this role. As an equal opportunity measure under section 105 of the [*Anti-Discrimination Act 1991 (QLD)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085), priority consideration will be given to persons with disability. Diverse Ability applicants who meet the minimum requirements for this role will be invited to participate in the next selection activity.

To enable the selection panel to confirm that you are eligible for priority consideration, the panel requires:

* your written assertion that you are a person with disability.

# Benefits and conditions

For a full list of benefits and conditions that come with this role please see our departmental website: <https://www.des.qld.gov.au/our-department/employment/why-work-with-us/information-for-applicants>

# How **to** apply

The selection panel will assess your ability to perform the work required of the position based on your application and other selection processes which may include an interview and/or work test. Pre-employment checks, including referee checks will be conducted.

To apply, lodge an application online at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au/) that consists of the following:

* your current resume of no more than 6 pages
* a short 2 page statement that briefly describes why you are the best suited person for this role––noting, our department values equity and diversity so please include information that will help us understand how you could contribute to our workforce diversity.
* evidence of the above listed [**Eligibility Requirements**](#_Mandatory_requirements) to confirm your eligibility.

If you need any additional support or adjustments during the recruitment process to help you demonstrate your ability to meet the inherent requirements of the role, please contact Damon Cheyne, Manager, Operational Support, Phone: 0481 066 515 or email damon.cheyne@des.qld.gov.au

**Submitting your application**

* Applying online through the Smart Jobs and Careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the ‘apply online’ facility on the Smart Jobs and Careers website. You will need to create a ‘My SmartJob’ account before submitting your application.
* By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
* If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the position description. If you do not have internet access and are unable to submit your application online, please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.
* Late applications cannot be submitted via the Smart Jobs and Careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange.
* Hand delivered applications will not be accepted.

**Additional information**

* Criminal history checks may be undertaken on the recommended applicant(s). A criminal conviction or charge will not automatically exclude an applicant from being considered for employment with the department. If information is received that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.
* If you are the recommended applicant, you will be required to disclose any serious disciplinary action taken against you in public sector employment.
* If you are the successful applicant, the department will work with you to ensure reasonable adjustments are made in the workplace to enable you to work safely and productively.
* A probationary period of three months will apply to external appointees.
* All newly employed public sector employees are obliged to provide their chief executive with a disclosure of employment as a lobbyist in the previous two years.
* Applications will remain current and may be considered for identical/similar vacancies, provided employment commences within 12 months of the closing date of the original vacancy.