### Project Support Officer, AO4

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| Role Type | Permanent, Flexible full-time. | **Annual** Base Salary | $84,607 to $92,747 per annum  *Plus, leave loading and 12.75% employer superannuation contribution* |
| Location | Townsville, Queensland | **Role Contact** | Jacqueline Leahy, Zone and Projects Lead Phone: 0461 577 361 |
| **Business Group, Division**  **Video camera with solid fill** | Georesources, [Critical Minerals Queensland](https://www.resources.qld.gov.au/mining-exploration/initiatives/critical-minerals-strategy)  [***CLICK HERE TO SEE MORE ABOUT OUR DEPARTMENT***](https://youtu.be/9XOxbCJo3rE) | **Job Ad Reference** | QLD/574921/24 |
| **Position reports to** | This position reports to the Zone and Projects Lead | **Apply via** | [www.smartjobs.qld.gov.au](file:///\\lands\data\DNRME\BCP\HR\Recruitment\Workforce%20Attraction\Career%20Entry%20Program\15.%20Resources%20Graduate%20Program\2023\www.smartjobs.qld.gov.au) |
| **Responsible for** | This position has nil direct reports. | **Closing Date** | Thursday 11th July 2024 |
| **Team size** | There are 12 members in the team |

# **About the role**

As Project Support Officer you will be responsible for providing administrative and project support to the Critical Minerals Queensland Office and assist with the coordination of project activities, record keeping, corporate reporting and urgent incoming requests and actions.

You will play a key role in supporting Queensland’s commitment to transform the state, national and global economy through the responsible use of Queensland’s critical minerals, creating sustainable economic prosperity for Queensland.

The [Queensland Critical Minerals Strategy](https://www.resources.qld.gov.au/__data/assets/pdf_file/0005/1726430/critical-minerals-strategy.pdf) (the Strategy) builds on the [Queensland Resources Industry Development Plan](https://www.resources.qld.gov.au/qridp) (QRIDP). Queensland is a global resource powerhouse, and the Strategy will position Queensland for the future to mine and process the minerals and manufacture the renewable technologies needed for the clean energy industrial revolution. A thriving critical minerals industry will support new opportunities, strong local economies and create more good secure jobs in Queensland’s regions.

Key to the Strategy’s success is the establishment of the Critical Minerals Queensland office – a centralised point for industry, investors and community, enabling the growth of this industry.

This office will lead government action in this industry and will:

* Provide a centralised point of contact for new potential investors and proponents, and relevant stakeholders, including First Nations representatives.
* Coordinate case management of pre-lodgement and opportunities for connections between stakeholders and government.
* Work with partners across government and industry to market Queensland internationally and leverage bilateral free trade agreements and international finance, with federal and state governments.
* Facilitate industry and government investment in research and development.

# **Your key duties and responsibilities**

In this role you will:

* Provide project administrative support to the Critical Minerals Queensland project teams to assist with the efficient delivery and administration of organisational priorities.
* Provide administrative support, including assisting in the preparation, review and coordination of correspondence, reports and other material, in line with departmental requirements.
* Assist with ad hoc administrative tasks including the co-ordination of multi-tiered events.
* Coordinate internal and external meetings, ensuring accurate information is provided to assist with planning and scheduling.
* Liaise, consult, negotiate and maintain effective communication with staff at all levels and with external parties, and deal with sensitive or confidential information in an appropriate manner.
* Maintain effective working relationships and communication channels with internal and external stakeholders.
* Maintain effective and accurate administrative support systems.
* Coordinate and contribute to reporting requirements for example, performance planning and review, training and development and actively follow procedures for maintaining sensitive and confidential information.
* Undertake general office duties, including the maintenance of office equipment and asset records to ensure the effective management of the Critical Minerals Queensland Office.
* Assist with the development, maintenance, training and advice of administrative processes, procedures and use of systems to ensure compliance and the provision of quality support services to the work area.
* Contribute to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner.
* Other duties as directed and required.

**About you**

We’re looking for the best suited applicant for the role. We’ll do this by assessing your eligibility and your ability 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.

* Excellent in building strong connections and contributing to team objectives.
* Strong records management skills with attention to detail.
* Personal drive and initiative, plus the ability to prioritise and effectively manage your time.
* Proficiency with Microsoft Office suite of products and an aptitude to learn and apply alternate software packages.

**Mandatory requirements**

**Citizenship/Visa Requirements**

* To be eligible for this opportunity, 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). You are required to notify the department if your right to work in Australia ceases.

# **Role capabilities**

This role has been identified as:

**Leading Self:** (Individual Contributor)

* Responsible for delivering outcomes through self-management, sometimes with guidance from team leaders.
* Does not supervise others.
* Valued for the knowledge and skills in their specialist area and strong self-management.

**Your core competencies:**

The core competency requirements for this role are:

* **Stimulates ideas and innovation:** Gathers insights and embraces new ideas and innovation to inform future practice.
* **Leads change in a complex environment:** 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.
* **Builds enduring relationships:** Builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
* **Demonstrates sound governance:** Maintains a high standard of practice through a governance and risk management.
* **Fosters healthy and inclusive workplaces:** Fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.

See the [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0025/182527/leadership-competencies-for-queensland-brochure.pdf) framework for more details.

# **About the Department of Resources**

The Queensland resources sector is changing. We juggle new demands, rapid changes and shifts in community knowledge and expectation. We play an active role in the delivery of key government priorities, such as the implementation of a renewable energy economy, assisting in Path to Treaty, recognition of Native Title Rights and capitalising on our resources for sustainable economic prosperity.

The [Department of Resources](https://www.resources.qld.gov.au/) embraces change by implementing cutting edge programs, best-practice methodologies, embracing new research and encouraging innovation. We are dynamic, diverse and a major contributor to economic opportunities for Queensland.

Our vision is to be an influential economic department that advocates in the public interest. This means helping the community and government make the best use of our renewable and non-renewable land, mineral and energy resources. We play a lead role in shaping a sustainable and positive future for Queensland.

We are committed to the Path to Treaty and a reframed relationship with First Nations Queenslanders and have prioritised employment, improving the way we engage and work with First Nations people and their communities.

### Our people and culture

We are committed to being a workplace that focusses on people. This is about building resilience, encouraging innovation and understanding that learning is a journey that never ends.

We promote a safe, inclusive and respectful place to work where all staff feel valued. We are a mobile, flexible and agile workforce. We live by our guiding principles – proactive, courageous, pragmatic, collaborative, resilient and respectful – underpinned by the Queensland public service values.

### Inclusion and diversity

We encourage people from diverse backgrounds including and Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with a disability and women, to apply for roles with our department.

Anyone requiring reasonable adjustment, seeking guidance or support with their application, should contact the ***Role Contact*** – noted above.

You can also refer to the **‘How to apply’ and the ‘We are Resources’ document** for further information on our commitment to supporting inclusion and diversity.

# **How to apply**

To apply for this role, you will need to submit the following document/s.  
For more detailed information, please see the **‘How to apply’ and the ‘We are Resources’ documents**.

* A copy of your **current resume (3-4 pages recommended)**, detailing your previous work, voluntary or relevant experience, and the contact details for **two referees** who have personally observed you displaying the key duties, responsibilities and capabilities of this role, plus a **brief cover letter (1-2 pages)** introducing yourselfto the panel and showcasing your skills and how you can make a valuable contribution to the department.

**Note:** The Department of Resources values equity and diversity so please include information in your resume that will help us understand how you could contribute to our workforce diversity.

**Please** also let us know if there is any assistance we can provide that would help you to participate in the recruitment process. Our commitment to cultural safety, equity and diversity means that our selection decisions will not be influenced by whether an applicant has need of assistance or a subsequent workplace adjustment.

**Send your application via** [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)

**Additional Information**

Please download the **‘How to apply’ and the ‘We are Resources’ documents** available on SmartJobs to learn more about the department, the benefits of working at Resources and how to apply for this role.