

Role Description

Principal Policy 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.	23389	Content Manager No.	22/432890
Work Unit	North Coast Region Early Childhood and State Schools Division		
Location	Any of the Regional office location (Bundaberg Or Maroochydore Or Maryborough)		
Classification	AO7 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		
Job Type	Temporary Full-time Temporary period of Term 3 2024, unless otherwise determined		
Salary Range	\$127,264 - \$136,293 per annum 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.ged.qld.gov.au

Your opportunity

As the Principal Policy Officer, you will:

- Provide strategic and operational advice to, Principals, Principal Advisor, Regional Services and Regional personnel on a wide range of legal, policy and procedural issues.
- Ensure quality systems are in place to manage the reputation of the department through:
 - Complaints, Internal Reviews and Legislative Appeals,
 - Internal and external communication and relationships,
 - Compliance and regulation.

The Principal Policy Officer reports to the Principal Advisor, Nominated Unit, Nominated Region, Early Childhood and State Schools Division.

Your role

Responsibilities include:

- Provide authoritative strategic and operational advice to Principals, Senior Executives, Managers and Directors on a wide range of legislative, policy and procedural issues.
- Manage enquiries and complaints in line with the Department's Customer Complaints Management Policy and procedure ensuring all records are accurately maintained.
- Prepare complex reports, submissions, briefs, legislative appeals and responses to correspondence from a range of sources for the Minister, Director-General, Deputy Director-General and Assistant Directors-General in accordance with the Department's records management systems.



- Provide advice and support the development and capability of Principals and regional staff to ensure that schools and the regional office have quality systems for the management of complaints, internal and external communications, community engagement and interactions with government and non-government organisations.
- Maintain accurate record keeping and documentation procedures, which meet the department's data collection, privacy requirements and legislative applications as they relate to departmental activities.
- Undertake research, analysis, monitoring, review and evaluation of significant policies and projects for the purpose of ensuring strategic objectives are achieved.
- Develop and maintain professional networks including Principals' networks, regional government networks, and interagency.
- Work autonomously as well as contribute to a team environment and provide guidance for workloads to ensure deadlines, commitment and a quality, responsive client service is maintained.
- Develop, maintain and promote the use of key communication of legislative, policy and procedural advice through channels such as SharePoint, websites, TEAMS meetings, newsletters and email groups.

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.