

## Role Description

## Senior Project 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.

**23074**

Content

Manager No.

**17/451381**

Work Unit

**International Student Programs**

**DE International**

**Policy, External Relations and International Policy, Performance, International and Intergovernmental Division**

Location

**Brisbane**

Classification

**AO6 Qld Public Service Officers and Other Employees Award - State 2015**

**36 ¼ hour week**

Job Type

**Temporary Full-time**

**Temporary period until 31 January 2025, unless otherwise determined**

Salary Range

**\$114,115 - \$121,876 per annum**

Salary is reflective of full-time employment (1.0FTE)

*Plus superannuation contributions of up to 12.75% of your annual salary.*

### 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 Project Officer you will:

- Manage or oversee project activities and processes including planning, implementation, coordination, budgeting and reporting, and be accountable for the compliance of projects with relevant legislation, policy and procedures.
- Coordinate quality assurance processes, monitoring and evaluation of international projects and assist senior staff with the preparation of reports, corporate data and other departmental documentation.

The Senior Project Officer reports to the Manager/Director, DE International, Policy, Performance, International and Intergovernmental Division.

### Your role

Responsibilities include:

- Provide effective and efficient management, strategic direction and operational procedures of the relevant programs ensuring successful outcomes and compliance with legislation, policy and procedures.
- Lead the quality assurance processes for projects, including report writing, monitoring and evaluation, and implementing action plans.
- Provide high quality and responsive service delivery to clients and stakeholders, including coordination and liaison with schools, parents and students and the supervision of students.
- Coordinate key stakeholders and represent DE International in various forums and settings.
- Provide authoritative advice to the Director of the unit and other senior officers on matters relating to projects.



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people



**Queensland  
Government**

- Respond to change and challenges with innovative solutions to achieve project outcomes.

**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**

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[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**

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- This role description works in conjunction with the Candidate Information Package.