

**Role type**

Permanent, flexible full-time

**Salary**

\$86,908 - \$95,298 per annum

**Location**

1 William Street, Brisbane

**Contact**

Georgia Voutsis
 Senior Policy Officer,
 Law and Justice Policy
 Phone: (07) 3003 9302

**Job ad reference**

QLD/575338/24

**Closing date**

Tuesday, 16 July 2024

Working relationships**Reports to:** Executive Director**Direct reports:** Nil **Team size:** 3**Our team**

Law and Justice Policy plays a central role in addressing Queensland's key law and justice policy issues including public safety, counterterrorism and disaster management, courts administration, corrections, liquor and gaming, and domestic and family violence. The team also supports the secretariat to the independent Domestic and Family Violence Council.

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**.

Senior Administration Officer, Law and Justice Policy (AO4)

As the Senior Administration Officer, you will provide confidential executive and administrative support including diary management, coordinating meetings, booking travel and other general administration duties.

You will use your exceptional organisational, communication and relationship skills, your impeccable attention to detail, your professional work ethic and discretion to effectively support the Executive Director, Law and Justice Policy and the Law and Justice Policy team, including support to the Domestic and Family Violence Protection Committee and Secretariat.

You will pride yourself on your ability to build and maintain effective work relationships with a wide range of stakeholders internal and external to government.

Your key responsibilities

Manage correspondence and action according to departmental procedures.

Ensure records and correspondence are managed and actioned according to departmental procedures.

Monitor and support the delivery of the team's financial responsibilities including budget expenses, expenditure reconciliations and collation of financial and other data for all required reporting.

Undertake the role of Local Information Officer for the team regarding human resource matters (new starters, exits) as well as disseminating departmental information to the team as appropriate.

Contribute to the management, development and implementation of continuous improvement of systems, processes and quality control methods to ensure a high standard of output and client service from the team including departmental.

Develop and implement continuous improvement of systems, processes and procedures.

Ensure timely and efficient responses to all enquiries from members of the public, industry and internal and external clients.

Undertake general administrative tasks.



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:

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

Builds enduring relationships

Builds and sustains relationships to enable the collaborative delivery of customer focused outcomes

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

To find out more about the leadership stream and corresponding capabilities required for this role, please refer to the [Leadership Competencies for Queensland](#)

Role requirements

Qualifications
Technical/educational

Nil

Operational experience

Candidates should demonstrate experience in providing administrative support to senior executives, with a strong ability to prioritize multiple tasks while maintaining high levels of accuracy.

Demonstrated experience working within a records management system, ensuring high levels of compliance with established procedures.

Other

Intrastate travel may be required. This role may require work to be performed out-of-business hours.

