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 thepublic, 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*](https://www.forgov.qld.gov.au/leadership-competencies-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.