

**Role type**

Permanent, flexible full-time

**Salary**

\$114,625 - \$122,400 per annum

**Location**

1 William Street, Brisbane

**Contact**

Ben Christiansen  
 Director, Law and Justice Policy  
 Phone: (07) 3003 9348

**Job ad reference**

QLD/575361/24

**Closing date**

Tuesday, 16 July 2024

**Working relationships****Reports to:** Director, Law and Justice Policy**Direct reports:** Nil      **Team size:** 6**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**.

## Policy Officer, Law and Justice Policy (AO6)

As a Policy Officer, you will assist with the identification, development and implementation of integrated policies, legislation and programs for Queensland.

As part of a central agency you will work in partnership with our stakeholders across government to deliver best practice policy advice to the Premier, Cabinet, Cabinet Budget Review Committee and various other Cabinet Committees.

You will:

- provide advice on policy issues across the Queensland Government.
- contribute to innovative policy development to deliver the government's priorities.
- support the development of longer-term policy directions for government consideration.
- provide strategic advice and policy analysis.

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### Your key responsibilities

**Provide** input into high level policy advice on policy issues relevant to Queensland.

**Monitor** and follow up all requests for policy information, including the preparation of responses.

**Prepare** timely and well researched submissions, briefs and notes on complex issues, including Cabinet submissions and legislative reform.

**Build** productive and collaborative working relationships with other government agencies, other levels of government and with the private sector on significant matters.

**Identify, develop, and analyse** policy options and provide policy advice on law and justice policy issues.



### 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:

#### 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

#### 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**

Possession of relevant tertiary qualifications in policy or law will be highly regarded.

**Operational experience**

Candidates should demonstrate experience in managing complex issues in a dynamic environment, taking responsibility for discrete areas of work and collaborating as part of a larger team to deliver strategic priorities.

A good knowledge of Cabinet processes and decision making will be well regarded.

**Other**

Nil

