

Role Description

Senior Infrastructure Support 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.

23130

Content Manager No.

23/68275

Work Unit

Portfolio Delivery

**Infrastructure Delivery and Operations
Infrastructure Services Division**

Location

Brisbane

Classification

**AO4 Qld Public Service Officers and Other Employees Award - State 2015
36 ¼ hour week**

Job Type

Temporary Full-time

Temporary period until 30 June 2025 unless otherwise determined

Salary Range

\$86,546 - \$94,871 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

Your opportunity

As the Senior Infrastructure Support Officer, you will:

- Actively participate in teams and projects to undertake analysis, design, review and implementation of infrastructure, planning and asset management related business activities, systems, policies, projects and programs.
- Provide advice to clients in relation to division services, and to directors and managers to inform advice to departmental stakeholders across a range of infrastructure, planning and asset management issues.

The Infrastructure Services Officer reports to the nominated Manager and can be required to work across any team or work unit of the division.

Your role

Responsibilities include:

- Participate in, and undertake designated project, organisational change and business improvement activities across a broad range of infrastructure, planning and asset management strategies to deliver tailored infrastructure solutions for the department.
- Assist in the preparation of project information, reports, submissions, briefing materials, correspondence and division specific support documents and templates.
- Provide operational information and advice on infrastructure, planning and asset management issues, projects and programs to colleagues, internal and external clients and stakeholders.



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people



**Queensland
Government**

- Collaborate with other teams across the Division to provide holistic support services and promote effective use of departmental facilities and resources delivered within budget and to expected departmental service standards.
- Provide advice and assistance to clients and stakeholders in the use of a range of departmental infrastructure systems and provide interpretation and analysis of data contained in these systems, maintaining responsibility for data integrity, including adherence to audit requirements and data reporting standards.
- Develop, maintain and monitor productive working relationships with internal and external clients and key stakeholders to deliver tailored infrastructure, planning and asset management solutions that address their needs through a best practice approach aligned to departmental and whole of government priorities and expected outcomes.
- Be responsible for monitoring and controlling your own workload, taking responsibility for allocating and reallocating tasks and working closely with colleagues to deliver on competing demands.
- Attend meetings with departmental officers to discuss, evaluate and revise options to address operational and strategic issues as they relate to delivery of the department's infrastructure, planning and asset management priorities.
- Participate in the identification and recommendation of system, service and business process changes to provide improvement in service delivery.

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.