### Aboriginal and Torres Strait Islander Futures Project Officer, AO5 (Identified)

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| Role Type | Temporary for 12 MonthsFull Time | **Annual Base Salary** | $100,219 - $108,698 per annum  *Plus, leave loading and 12.75% employer superannuation contribution* |
| Location | 1 William Street, Brisbane | **Role Contact** | Melanie MeredithPhone: (07) 3199 7395 [melanie.meredith@resources.qld.gov.au](mailto:melanie.meredith@resources.qld.gov.au) |
| **Business Group, Division**  **Video camera with solid fill** | Aboriginal & Torres Strait Islander Futures, Business and Corporate Partnership  [***CLICK HERE TO SEE MORE ABOUT OUR DEPARTMENT***](https://youtu.be/9XOxbCJo3rE) | **Job Ad Reference** | QLD/575580/24 |
| **Position reports to** | Principal Project Officer | **Apply via** | [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) |
| **Responsible for** | This position has NIL direct reports | **Closing Date** | Tuesday, 16 July 2024 |
| **Team size** | There are currently 5 members in the team |

# **About the role**

This role is essential to providing operational support for the implementation of the department’s Walk the Talk Reframing the Relationship and Treaty Readiness Plan 2023-26. The role will foster a workplace culture that supports and promotes the rights and interests of First Nations people and actively engages through the work of the department to contribute to better outcomes for First Nations people.

# **Special Conditions**

This is an identified position for Aboriginal and Torres Strait Islander candidates, under section 25 of the [Anti-Discrimination Act 1991 (QLD)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085).

# **Your key duties and responsibilities**

In this role you will:

* **Provide** high level administrative support in delivering the department’s commitment and responsibilities for the Walk the Talk Reframing the Relationship and Treaty Readiness Plan 2023-26 including a program of works building cultural agility across the department.
* **Provide** high level of administrative support that ensures the Director, Aboriginal & Torres Strait Islander Futures is responsive to stakeholder needs.
* **Manage** financial processing activities as required in SAP including purchasing, invoice payment and generating invoices . Reconciling corporate credit card transactions and record keeping in accordance with the Financial Management Practice Manual.
* **Manage** and coordinate departmental training activities such as Building on the Strengths of our Stories. This will include facilitation support, calendar and venue management, registration, maintaining learning management system and general administration.
* **Manage** and co-ordinate departmental events relating to Aboriginal & Torres Strait Islander dates of cultural significance i.e. Reconciliation Week, NAIDOC Week.
* **Manage** travel needs including flights, accommodation and business arrangements as required.
* **Develop** and maintain administrative systems to effectively assist the Aboriginal & Torres Strait Islander Futures team in its workload and priorities.
* **Work** collaboratively with key stakeholders and ensure the Aboriginal and Torres Strait Islander Futures Team business deliverables are met within agreed timeframes.
* **Complete** tasks within required timeframes whilst always maintaining a high level of confidentiality.
* **Other** duties as required and directed.

**About you**

We’re looking for the best suited applicant for the role. We’ll do this by assessing your eligibility and your ability to undertake the requirements of the role (including, where relevant, the way you carried out previous roles). We’ll also consider your potential to make contributions to the department and how your engagement would support our commitment to equity, diversity, respect, and inclusion.

**This position requires:**

* Excellent communication and interpersonal skills.
* Strong analytical and problem-solving capability.
* The ability to manage multiple tasks and business processes.

**Mandatory requirements**

**Citizenship/Visa Requirements**

* To be eligible for this opportunity, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen, you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions). You are required to notify the department if your right to work in Australia ceases.

# **Role capabilities**

This role has been identified as:

**Leading Self:** (Individual Contributor)

* Responsible for delivering outcomes through self-management, sometimes with guidance from team leaders.
* Does not supervise others.
* Valued for the knowledge and skills in their specialist area and strong self-management.
* Facilitation and presentation skills desirable.

**Your core competencies:**

The core competency requirements for this role are:

* **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.
* **Builds enduring relationships:** Builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
* **Demonstrates sound governance:** Maintains a high standard of practice through a governance and risk management.
* **Fosters healthy and inclusive workplaces:** Fosters an inclusive workplace where health, safety and wellbeing are promoted and prioritised.

See the [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0025/182527/leadership-competencies-for-queensland-brochure.pdf) framework for more details.

# **About the Department of Resources**

The Queensland resources sector is changing. We juggle new demands, rapid changes and shifts in community knowledge and expectation. We play an active role in the delivery of key government priorities, such as the implementation of a renewable energy economy, assisting in Path to Treaty, recognition of Native Title Rights and capitalising on our resources for sustainable economic prosperity.

The [Department of Resources](https://www.resources.qld.gov.au/) embraces change by implementing cutting edge programs, best-practice methodologies, embracing new research and encouraging innovation. We are dynamic, diverse and a major contributor to economic opportunities for Queensland.

Our vision is to be an influential economic department that advocates in the public interest. This means helping the community and government make the best use of our renewable and non-renewable land, mineral and energy resources. We play a lead role in shaping a sustainable and positive future for Queensland.

We are committed to the Path to Treaty and a reframed relationship with First Nations Queenslanders and have prioritised employment, improving the way we engage and work with First Nations people and their communities.

### Our people and culture

We are committed to being a workplace that focusses on people. This is about building resilience, encouraging innovation, and understanding that learning is a journey that never ends.

We promote a safe, inclusive, and respectful place to work where all staff feel valued. We are a mobile, flexible, and agile workforce. We live by our guiding principles – proactive, courageous, pragmatic, collaborative, resilient and respectful – underpinned by the Queensland public service values.

We encourage Aboriginal and Torres Strait Islander staff to join the department’s Aboriginal and Torres Strait Islander Network. The network meets regularly to connect with each other to provide cultural support.

### Inclusion and diversity

We encourage people from diverse backgrounds including and Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with a disability and women, to apply for roles with our department.

Anyone requiring reasonable adjustment, seeking guidance or support with their application, should contact the ***Role Contact*** – noted above.

You can also refer to the **‘How to apply’** and the **‘We are Resources’** documents for further information on our commitment to supporting inclusion and diversity.

# **How to apply**

To apply for this role, you will need to submit the following documents.

* A copy of your **current resume (3-4 pages recommended)**, detailing your previous work, voluntary or relevant experience, and the contact details for **two referees** who have personally observed you displaying the key duties, responsibilities and capabilities of this role, plus a **brief cover letter (1-2 pages)** introducing yourselfto the panel and showcasing your skills and how you can make a valuable contribution to the department.

Send your application via [**www.smartjobs.qld.gov.au**](http://www.smartjobs.qld.gov.au)

**Note:** The Department of Resources values equity and diversity so please include information in your resume that will help us understand how you could contribute to our workforce diversity.

**Please** also let us know if there is any assistance we can provide that would help you to participate in the recruitment process. Our commitment to cultural safety, equity and diversity means that our selection decisions will not be influenced by whether an applicant has need of assistance or a subsequent workplace adjustment.

**Additional Information**

Please download the **‘How to apply’** and the **‘We are Resources’** documents available on SmartJobs to learn more about the department, the benefits of working at Resources and how to apply for this role.