

Director Operations

Duration	Flexible full-time, Temporary	Closing date	Friday, 12 July 2024
Classification	SO2	Contact	Nicola Flannery 0416 267 723 nicolaflannery@attunedtalent.com.au
Fortnightly salary	\$6,200.60		
Total annual remuneration	\$161,770*	Location	Northgate Qld 4013

*Excludes superannuation and annual leave loading

Your opportunity

As Director Operations, you will drive business efficiencies in our service delivery areas.

As an executive manager, you will be a key part of QLeave Executive Leadership Team, contributing to strategy and delivery decisions for all QLeave programs.

QLeave

QLeave is a statutory body established to administer a portable long service leave scheme for eligible workers in the building and construction, contract cleaning and community service industries.

QLeave's General Manager reports to the Minister for State Development and Infrastructure, Minister for Industrial Relations and Minister for Racing through a Board of Directors in respect of each of the portable long service leave schemes. QLeave is governed by three Acts and is responsible for over \$1bn of funds under investment.

QLeave operates with Board governance who provide the financial skills necessary to ensure the longevity of the schemes and includes employer and employee representatives.

QLeave is committed to maintaining sound governance arrangements for accountability, managing risk, culture, and compliance. This enables the agency to prepare and respond to future scheme demands.

Our Values

We are a values driven organisation; and seek people who will passionately uphold our values.



QLeave will respect, protect and promote human rights in our decision-making and actions by building a culture that supports the *Human Rights Act 2019*.

Your contribution

You will:

- lead the Client Services, Register Assurance, Workforce Optimisation and Strategic Engagement teams, ensuring the organisation's people, technological and information resources are optimised
- build team capacity and capability, nurture a high performing team culture and inspire individual and team commitment in the pursuit of results
- identify and provide advice and support to the General Manager and Boards on areas within your portfolio
- establish and ensure effective implementation of corporate governance, quality management systems and risk management strategies
- provide expert analysis and strategic advice to the General Manager on stakeholder engagement, service innovation and register assurance activities
- identify emerging issues and manage complex and/or confidential matters on behalf of the General Manager as required
- represent the General Manager in strategic forums, negotiations and presentations to key stakeholders as well as relieving in that role as required during periods of leave or other absences
- proactively identify and own risks and appropriate treatments and ensure these are captured in QLeave's risk registers and appropriately managed
- collaborate with the leadership team on key strategies to mitigate strategic and cross functional risks that you own
- provide ongoing assurance to the Strategic Leadership Committee of that risk is being managed effectively
- identify and provide advice and support to the General Manager and Boards on strategy matters in your portfolio.

This position reports to the General Manager. Direct reports include Manager Client Services and Manager Register Assurance, Strategic Engagement Team Leader and Workforce Analyst.

What we are looking for

QLeave appointments are directed towards selecting an eligible person best suited to the position. You will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

For this role, we will consider your merit in alignment to the following skills and experience:

- knowledge of QLeave's structures, processes and procedures
- proven ability to lead strategic engagement activities

- strong influencing skills with the ability to elicit collaboration from senior management and other key stakeholders and move toward a common vision or goal
- ability to align change management to internal communications
- strong analytical skills, attention to detail, with excellent planning skills
- record of successful delivery of cross-functional projects
- excellent written and oral communication skills with demonstrated diplomacy and sensitivity to diverse business cultures
- in-depth experience in business process change and/or technology application development and implementation is essential
- project management experience, including knowledge and skills in planning, resource identification and coordination, task and activity monitoring, risk and issues management, budgeting, reporting and overall delivery against defined objectives, methods and outcomes

There are no mandatory qualifications for this role.

Every employee is expected to role model leadership behaviours. The leadership competencies for Queensland success profile of Executive (<https://www.forgov.qld.gov.au/leadership-competencies-queensland>) outlines the leadership capabilities required for this position.

Conditions and benefits of the role

Conveniently located in Brisbane's inner north, the team at QLeave operates out of well-appointed offices with free on-site parking.

Your employment experience with QLeave will include 36.25 hours per week, competitive salary and benefits (12.75% superannuation contributions and 17.5% annual leave loading), generous leave entitlements and salary packaging options, opportunities for professional development and flexible work arrangements, support for your wellbeing and the chance to make a difference to Queensland workers.

Your employment conditions are set out in the [Public Sector Act 2022](#), [Queensland Public Service Officers and Other Employees Award – State 2015](#), and [State Government Entities Certified Agreement 2023](#).

Interested in applying?

We strongly encourage applicants from all life experiences and backgrounds to apply. Please tell us about any additional support or adjustments, such as interpreting services, physical requirements, or assistive technologies, that will better enable you to shine during the recruitment process.

If you require more information or a confidential discussion about the role, please contact Nicole Flannery. Those wishing to progress their application should apply online via www.smartjobs.qld.gov.au.

To enable us to assess your suitability, your application must include:

- a detailed resume outlining your qualifications, relevant experience and achievements
- a brief letter (1 - 2 page) highlighting your motivation for the role and evidence which demonstrates your ability to meet its specific requirements.

This should not be a restatement of your resume and does not require you to respond to each of the attribute areas; it is your opportunity to tell us about yourself, what you'll bring to the role and what you'll get out of it.

To apply for jobs online via www.smartjobs.qld.gov.au and register for job alert emails, you will need to create a free My SmartJob account or login if you already have one. Please ensure you allow adequate time before the closing date to complete your application.

The selection process will start with short-listing, where we assess the information provided in your application. Based on this, we will select applicants to proceed to the next phase of assessment, which could involve a work test, an interview or other selection techniques.



PORTABLE
LONG SERVICE
LEAVE

role**description**

Details of referees with direct, recent knowledge of your work behaviour and performance will be required prior to any offer of employment. Other pre-employment checks which may include, but are not limited to, proof of eligibility for appointment to the Queensland public sector, a criminal history check and a serious discipline history disclosure check, may also occur prior to any offer of employment.

Additional information

QLeave values diversity and cultural capability and is an equal opportunity employer which supports a healthy working environment.

A mobile, flexible and agile workforce supports service delivery and employee development. You may be required to work in alternative locations or undertake alternative duties on a temporary or permanent basis.

Applications will remain current for a period of up to 12 months and may be considered for other vacancies (identical or similar) which may include an alternative employment basis (temporary; full time or part time).

Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding two years.

