

Role Description

Senior Project 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.

23568

Content

Manager No.

15/435856

Work Unit

Privacy and Safer Technologies Governance, Cyber and Policy

**Information and Technologies Branch
People, Information and Communication Services Division**

Location

Brisbane

Classification

**AO6 Qld Public Service Officers and Other Employees Award - State 2015
36 ¼ hour week**

Job Type

**Temporary Full-time
From 19 August 2024 until 04 July 2025 unless otherwise determined**

Salary Range

\$114,115 – \$121,876 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 Project Officer you will lead specialist project activities and manage the development, implementation and monitoring of project plans and phases, including the coordination of the various activities and teams associated with achieving the project objectives.

The Senior Project Officer reports to the Nominated Supervisor, Nominated Unit, Information and Technologies Branch, People, Information and Communication Services Division. The Senior Project Officer may have supervisory responsibility for subordinate staff, but works as a member of a team of multi-skilled officers who each report to the Nominated Supervisor on matters pertaining to their specific activity within the project.

Your role

Responsibilities include:

- Undertake project planning, analysis, integrate project activities and evaluate the impact of projects or initiatives.
- Develop, implement and monitor project services in consultation with stakeholders to ensure identified needs are met.
- Research, develop, maintain and review operational policies, standards, procedures and programs to support IT functions across the department.
- Prepare briefing material, submissions, papers and reports based on efficient and effective analysis of information.



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people



**Queensland
Government**

- Monitor budget and provide regular financial reports, for compliance and audit to all agreed requirements.
- Coordinate, organise, participate and promote the activities of relevant projects and provide executive support to working parties.
- Develop and maintain relevant links and networks with other units in the branch, other branches within the department, government agencies and other external organisations.
- Deliver improved, customer focused services through a variety of channels that may include websites, mobile applications, online tools and forms.

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.

This role maps to **Individual Contributor**

Vision:

- Stimulates ideas and innovation - Challenges the status quo by asking questions to bridge information gaps and clearly define new opportunities; shares and seeks creative ideas, suggestions and data to inform the delivery of services
- Leads change in complex environments – Responds constructively to periods of uncertainty by role modelling positivity and work focus; actively participates in change engagement activities and openly supports the intended outcomes

Results:

- Builds enduring relationships – Supports others by providing timely information within own area of expertise in an articulate and non-technical manner; builds rapport and establishes strong and mutually beneficial connections
- Drives accountability and outcomes – Contributes to the development of team objective and recognises own role in achieving results; welcomes challenges in the delivery of work and demonstrates persistence in working through obstacles

Accountability:

- Fosters healthy and inclusive workplaces – Demonstrates respect for others, taking the time to connect, check in and show an interest in their wellbeing; enhances safety and inclusion in the team by sharing ideas and participating in initiatives
- Demonstrates sound governance – Demonstrates respect and appreciation for legislation and policy frameworks by consistently operating to key standards; analyses information to proactively identify risks to the team's planned activities

Additional information

- This role description works in conjunction with the Candidate Information Package.