

Role description

Senior Project Officer

Status	Permanent full time	Job ad reference	OCHO575179
Branch and Division	Disaster Management Branch Office of the Chief Health Officer	Contact details	Brenda Patane (07) 3708 5221
Classification	AO6	Salary range	\$117,824 – \$126,212 per annum + superannuation
Location	Brisbane CBD	Closing date	Wednesday, 17 July 2024

Your opportunity

The Department of Health (the Department) has a diverse set of responsibilities, and a common purpose of providing highly effective health system leadership. The Department is responsible for the overall strategic leadership and direction of the public health system in Queensland. We strongly believe in the need to collaborate with people that value the goals of our organisation and who will thrive in our workplace.

About Disaster Management Branch

The Disaster Management Branch has custodianship of the State Health Emergency Coordination Centre (SHECC) and leads statewide governance and planning for disaster and emergency incident management, including counterterrorism and major events planning.

The Disaster Management Branch also delivers education and training for disaster and emergency incident management and works across Queensland Health and with government partners.

Our values

Our values are those of the Queensland public service.



Customers First



Ideas into action



Unleash potential



Be courageous



Empower people

These five values underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.

About the role

Purpose

Reporting to the Manager, Disaster Management Branch, the Senior Project Officer will undertake activities relevant to the development and maintenance of Queensland Health's agency preparedness and emergency response capability for disasters and emergency incidents as well as major events. Specifically, this role will have a strong focus on the statewide support of the Incident Management System, including training, system support and change management processes.

Your key responsibilities

- Fulfil the accountabilities of this role in accordance with Queensland Health's core values, as outlined above.
- Provide advice on emergency incident management policy, planning and education to senior/supervising staff as required to support Divisions across the Department of Health and within each Hospital and Health Service.
- Support the implementation of disaster management related projects, using Queensland Health project management methodologies.
- Support the development of the local education and training content in collaboration with local subject matter experts.
- Coordinate and schedule the delivery of education and training interventions in collaboration with local subject matter experts.
- Participate as a member of a team in service development, evaluation, and quality improvement activities to ensure continuous provision of quality services.
- Maintain positive relationships and liaise, consult, and collaborate with key internal and external stakeholders to proactively manage needs, expectations, mitigate risks and support change.
- Maintain professional standards, ethical decision making and self-efficacy.
- Participate in SHECC activations as one of the designated Incident Management Team roles.
- Prepare ministerial and executive correspondence and other forms of business correspondence in a timely and professional manner, consistent with departmental guidelines.
- Comply with and utilise procedures, policies, regulations, and standards which impact upon the position, including contemporary human resource management requirements and practices, such as workplace health and safety, equal employment opportunity and anti-discrimination policies.

Reporting/work relationships

The position reports to Manager, Disaster Management Branch.

The number of direct reports is nil.

Mandatory qualifications, registrations, and other requirements

- Participate in shift arrangements as required for the State Health Emergency Coordination Centre.

Role fit

The essential requirements for this role are:

- Proven ability to work effectively within a team setting to contribute to the development of project plans, deliver outputs and manage competing work priorities to meet agreed deadlines and commitments.
- Demonstrated high level interpersonal and communication skills with the ability to consult and negotiate with a wide range of stakeholders to form collaborative solutions and implement appropriate strategic responses.
- Demonstrated ability to work with confidential material and respect confidentiality boundaries.
- Demonstrated ability to develop and implement initiatives, frameworks, policy, and projects in relation to organisational learning and capability development.
- Demonstrated knowledge of contemporary principles of disaster management.
- Experience in the development and delivery of ICT enabled project training and support, including relevant artifacts, is highly desirable.
- Experience of working in an Emergency Operations Centre is desirable but not essential.

Behavioural Competencies Required

We are all leaders in the Department of Health, regardless of role or classification level. The department is committed to leadership at all levels of our organisation, in this role you will be required to display the following leadership behaviours:

- Pursues continuous growth – actively seeks feedback and modifies approach to enhance own effectiveness.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism, persistence, and transparency.
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.

How to apply

Please provide the following information to the panel to assess your suitability:

- A short-written response (maximum 1-2 pages, dot points acceptable) on how your experience, abilities, knowledge, and personal qualities would enable you to achieve the key responsibilities and meet the skill requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years. It is preferable to include your current, immediate, or past supervisor.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact person.
- Applications will remain current for 12 months or for the duration of the vacancy. Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.

Additional information

Discover more about working at the Department [here](#). Of note:

- The information you provide as an applicant is used in adherence with the *Information Privacy Act 2009*
- All roles within the Department are subject to employment screening.
- The nominated applicant will be required to disclose any serious disciplinary action taken against them in the Queensland public sector.
- To be appointed permanently, you must be an Australian citizen, have permanent residency status or have a visa permitting you to work permanently in Australia. For temporary appointments, you must have a visa permitting you to work for the length of the temporary appointment.
- The Department aims to maintain a safe, healthy, and secure work environment for all employees, clients, visitors, and contractors. Achieving this aim is the responsibility of all.
- Applicants may be required to disclose any pre-existing injury or medical condition of which they suspect would be aggravated by performing the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003 (<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1>)
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#). We encourage everyone to apply for our advertised roles, irrespective of gender, ethnicity, age, language, sexual orientation, and disability or family responsibilities. We recognise the value of diverse backgrounds, experiences, and perspectives.

- The Department values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. All employees of the Department must show respect for each other, visitors, the general public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation, and bullying. The Department of Health is an equal opportunity employer.

To demonstrate support for a safe, secure, and supportive workplace, the Department is a White Ribbon Australia accredited workplace. For more information visit [here](#).

- The Department acknowledges the challenge for its staff in balancing work, family, and community life successfully. To help them achieve this, we encourage conversations between managers and staff about implementing [flexible working arrangements](#) to manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements, there is an opportunity to match the individual's requirements with those of the workplace to achieve agreed work goals and objectives.