Principal Policy Officer

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| **Employment type** | 1x fixed-term temporary - flexible full-time until 30 June 20271x fixed-term temporary - flexible full-time until 30 June 2026 with possible extension. |
| **Classification level** | AO7 |
| **Salary per annum** | $124,419- $133,264 |
| **Primary location** | Berrinba |
| **Business group** | Biosecurity Queensland, National Fire Ant Eradication Program |
| **Closing date** | Wednesday, 17 July 2024 |
| **Job Reference** | QLD/574525/24 |
| **Contact person** | Lynda Bauer – M: 0457 548 470 |
| **Leadership stream** | Team Leader |

**\*\*\* This recruitment process will establish a suitability pool for future vacancies\*\*\***

Who we are

For more than a century, the Department of Agriculture and Fisheries has played a vital role in enabling the production and protection of food and fibre for Queenslanders and the world. From the land to the sea. From the bush to the city. From hard-working families to global trade relationships. From connected communities to prosperity for all.

Every day’s different, and so is every team within the department. United by service and purpose, together, we are moving forward, building on a proud past towards a prosperous future. Join us and help preserve and protect Queensland’s biosecurity.

Visit [daf.qld.gov.au](http://www.daf.qld.gov.au) and our [social media accounts](https://www.daf.qld.gov.au/news-media/social-media) to learn more about us.

What you will do

As our Principal Policy Officer within the National Fire Ant Eradication Program, you will:

* Lead and/or mentor team members to support the Program in meeting policy commitments within the National Fire Ant Eradication Response Plan and individual professional development processes.
* Lead or contribute to the preparation and development of high-level advice, responses, plans, reports, policy documents, briefing notes and other departmental correspondence, under the general direction of the Manager, Policy and in accordance with departmental and national biosecurity requirements.
* Coordinate the preparation of briefings to the Minister, Ministerial correspondence and responses to possible parliamentary questions and parliamentary questions on notice.
* Initiate, maintain and enhance effective relationships with key internal and external partners, clients and stakeholders, promoting effective communication channels for the successful delivery of priorities for the Program.
* Incorporate feedback from stakeholder consultation into the development of policy recommendations, instruments and solutions.
* Review and update relevant policies, protocols, and operating procedures, and provide advice to staff and senior managers on related matters.
* Identify risks, issues and solutions to ensure the achievement of government objectives, through continuous review of the Program’s risk management framework and coordination of appropriate risk control strategies.
* Undertake and/or coordinate other activities and projects as directed.

**What you will bring**

**You may also have**

* A relevant tertiary qualification in governance, policy or relevant experience is highly desirable.

**Key competencies**

All employees are expected to role model leadership behaviours. This role requires the leadership capabilities of a **Team Leader** as outlined in the [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/career-development/leadership-competencies-for-queensland).

**Vision**

* Leads strategically
	+ Thinks critically and acts on the broader purpose of the system
* Leads change in complex environments
	+ Embraces change and leads with focus and optimism in an environment of complexity and ambiguity

**Results**

* Builds enduring relationships
	+ Builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes
* Drives accountability and outcomes
	+ Demonstrates accountability for the execution and quality of results through professionalism, persistence and transparency

**Accountability**

* Demonstrates sound governance
	+ Maintains a high standard of practice through governance and risk management
* Pursues continuous growth
	+ Pursues opportunities for growth through agile learning, and development of self-awareness

Why join the department?

The work we do is widespread and varied, but our people are united by an innate sense of purpose, and a passion to serve their fellow Queenslanders. Our people are talented, down-to-earth, and resilient, and the work they do every day fills them with gratification and pride. This is what keeps them coming back.

Here are some other reasons why our people choose us:

* Have visible impact in your community, and directly contribute to making Queensland a better place to live.
* Flexible working options that encourage a healthy work-life balance.
* Salary sacrificing options and competitive superannuation.
* A variety of fantastic leave benefits, supported across the broader Queensland public sector.
* Access to confidential free counselling for you and your immediate family members through our employee assistance program.
* We are committed to preventing violence against women and are proud to be a [White Ribbon accredited workplace](https://www.whiteribbon.org.au/Workplaces-and-Schools).

**Just imagine what you could achieve with us.**

How to apply

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

* Up to two pages pitch, statement or cover letter, describing how you will demonstrate the key capabilities required to be successful in the role.
* Your current resume detailing your previous work or voluntary experience, including two referees who have personally observed you displaying the key capabilities required for this role.

Submit your application online

* Submit your application via the [Smart jobs and careers website](https://smartjobs.qld.gov.au/jobtools/jncustomsearch.jobsearch?in_organid=14904). To do this, click 'Apply online' on the job ad. You will need to create an account before submitting your online application.
* By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
* If you experience any technical difficulties when accessing the Smart jobs and careers website, please contact 13 QGOV (13 74 68). All enquiries relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
* If you do not have internet access and are unable to submit your application online, please contact customer support on 1300 146 370 (listen to the prompts for ‘recruitment’), between 9am and 5pm Monday to Friday, to enquire about alternative arrangements.
* Late applications cannot be submitted through the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the contact officer for a late application to be considered, please contact the Applications Processing Team on the number above to arrange this.
* Hand delivered applications will not be accepted.

Additional information

* A three-month probationary period may apply to successful candidates.
* To be appointed under the *Public Sector Act 2022* (Qld), you must be an Australian citizen or have permission, under Commonwealth law, to work in Australia. If your permission to work in Australia ends, your appointment would end.
* The Chief Executive may request an employee change the location of their employment.
* Candidates may be subject to pre-employment screening such as a criminal history, probity check, qualification and reference checks during the selection process.
* Employees are required to disclose any perceived, potential or actual conflicts of during the course of their employment.
* The recommended applicant will be required to disclose any previous serious disciplinary action.
* Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the previous two years.
* As the position may be required to participate in emergency responses, the successful candidate may be required to undertake training to enable them to apply their everyday work capabilities within a disaster or biosecurity response environment.
* Applications may remain current for 12 months and may be considered for other vacancies (identical or similar) which may include an alternative employment status (e.g. permanent, fixed-term temporary, casual, full-time, part-time).
* The key competencies are based on the Queensland Government’s [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/leadership-competencies-queensland).