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| Job advertisement reference [QLD/576079](https://smartjobs.qld.gov.au/rasp/home-beta.jsf;jsessionid=_6blTe0ZsKxYEgzoxrRdJ4R5GhIbdMOJyzyxz7z1?userOrgId=15306&appOrgId=14903&sessionId=1183359580280540688&login=true&in_redirect_url=&_pnav=JobGrid_e4c40d019e3c8826fa4ff97c2fe93c8d&_nav=78e4d27938a08b079d037b7a8ef26dc3)/24 |
| Role type Permanent  Flexible full-time |
| Classification SO |
| Salary $161,770 to $169,261 p.a.  *Plus leave loading and 12.75% employer superannuation contribution* |
| Location Brisbane |
| Contact Mardi Sheraton, Director  Ph: 0467 285 442 |
| Closing date Wednesday, 17 July 2024 |
| Our workplace The Department of Justice and Attorney-General delivers integrated criminal, civil and community justice services to enable a fair, safe and inclusive society for all Queenslanders.  Join us as we:   * safeguard the rights of vulnerable people * reduce over-representation of First Nations people in the criminal justice system * end domestic, family and sexual violence * minimise gambling harm. |

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# Director

## Executive Services Branch

The Director, Executive Services Branch provides strategic leadership and direction in the provision of executive services to the Director-General and the Minister and manages the functions and activities of the Executive Services Branch.

## Your key responsibilities

* Provide high-level leadership and management of the Executive Services Branch’s human, financial and physical resources to ensure that executive service activities, systems and processes meet organisational needs and that there is a culture of quality client services and continuous improvement.
* Oversee and provide leadership to the Executive Services Branch in performing the following functions:
  + coordination of all aspects of Parliamentary documentation and related processes;
  + timely and accurate preparation of Executive Council minutes, associated gazette notices and correspondence;
  + management and coordination of judicial appointments and statutory appointments within the portfolio; and
  + efficient and effective processing and quality assurance of all Ministerial and executive correspondence, briefing notes and approvals emanating from the department and the maintenance of related recording and reporting activities.
* Ensure that an effective relationship and interface is maintained between the Executive Services Branch, Minister’s office, Office of the Director-General, departmental directorates, Executive Council secretariat, Department of the Premier and Cabinet and other departments and agencies with respect to executive government matters.
* Ensure quality, timely, informed and strategic advice is provided to the Minister, Director-General and senior officers on executive government issues.
* Supervising the recording, secure retention and dissemination of Executive Council documentation and decisions in compliance with relevant guidelines.
* Contribute at a senior level to the Portfolio Governance and Executive Services Division’s leadership role in respect of whole of government initiatives.

## Technical skills, abilities and cultural capability

* Establishes and maintains cooperative working relationships with team and internal and external stakeholders.
* Strong verbal and written communication.
* Possesses a comprehensive understanding of navigating complex public administration policies and systems.
* Manages a team providing sound guidance, coaching and mentoring.
* Analyses information, problems, situations, practices or procedures to define the problem or objective.
* Demonstrates experience in driving reforms and continuous improvements in service delivery.
* Negotiates or exchanges ideas, information and opinions with others to arrive jointly at decisions, conclusions or solutions.
* Contribute to workplace equity, diversity and inclusion that enriches our culture of respect and inclusion.

## Leadership stream — we lead ourselves or we lead others

We are all leaders in the Queensland public sector, across all roles and classification levels. We apply the [Leadership Competencies for Queensland (LCQ)](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/career-development/leadership-competencies-for-queensland) framework to outline the expected behaviours and competencies in the workplace for all roles. This role has been identified as a Program Leader.

## Working relationships

This role interacts with internal stakeholders across the entire department and external government entities.

Reports to: Deputy Director-General, Portfolio Governance and Executive Services

Direct reports:12

Collaborates with:Minister’s office, Office of the Director-General, Executive Council secretariat, Department of the Premier and Cabinet, internal and external stakeholders and public sector entities.

## The team and the branch

The Executive Services Branch provides executive support to the Office of the Director-General and subsequently the Office of the Attorney-General through the provision of:

* + - * Parliamentary Services;
      * Executive Council business;
      * Significant Appointments;
      * Secretariat for Judicial Appointments Advisory Panel; and
      * Ministerial and Director-General Briefs and Correspondence.

## Qualifications and conditions

Not applicable.

## Identified role

This position is not designated as an identified role.

## Suitability for employment

The following suitability for employment checks are required for this role:

* Serious disciplinary action check (former or current Queensland public sector employees only)
* Criminal history check

## Additional information

Here is some additional information about the role. Review the **Applicant Information Package** for more information.

### Physical demands and nature of work

This role is administration-based and requires prolonged sitting. Stand-up desks are available.

This role requires:

* prolonged sitting and high computer usage
* limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
* carrying of laptop and paperwork when alternating between home and office

### Exposure to trauma and/or vicarious trauma

In this role it is not anticipated you will be subjected directly to disturbing circumstances and material which could lead to vicarious trauma. You may be exposed by talking with other employees who have had direct contact with such material or situation.

We have a range of physical and psychosocial safety controls in place for all DJAG workplaces, including strategies to manage the risk of workers being exposed to traumatic events, material and/or vicarious trauma. We also support employees who are impacted by their work.

You should consider the above information and your personal resilience and coping strategies to sustain working in environments that may expose you to traumatic events and/or material.

Please consider this carefully before applying for this role.

## How to apply

Apply via [Smart Jobs](https://smartjobs.qld.gov.au) and submit:

* Your resume (3 - 4 pages recommended).
* A one-page cover letter explaining why you would like to work for us, what personal qualities you will bring to the role and a brief overview of your relevant skills and experience.

## Valuing equity and diversity

The Department of Justice and Attorney-General values equity and diversity. Please include information in your application that will help us understand how you could contribute to our workforce diversity.

Let us know if we can help you participate in the recruitment process. Our commitment to cultural safety, equity and diversity means that our selection decisions are not influenced by whether an applicant needs assistance or a subsequent workplace adjustment.