

## Role Description

## Manager

### 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.

211328

Content

Manager No.

18/345743

Work Unit

**Mobility, Recruitment Services and Employment Review Unit**

**Human Resources Branch**

**People, Information and Communication Services**

Location

**Brisbane**

Classification

**AO8 Qld Public Service Officers and Other Employees Award - State 2015**

**36 ¼ hour week**

Job Type

**Permanent Full-time**

Salary Range

**\$140,726 – \$148,738 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 giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland. Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. 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](http://www.qed.qld.gov.au)

### Your opportunity

As the Manager, you will:

- Engage with business leaders and stakeholders to ensure human resource strategies are closely aligned with organisational objects and community expectations.
- Be accountable for the delivery of HR initiatives and the quality of HR services delivered to your respective internal customers.

The Manager reports to the Director, Mobility, Recruitment Services and Employment Review, Human Resources, People, Information and Communication Services.

### Your role

Appointments in the public sector are merit-based and 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.

Responsibilities include:

- Manage the delivery of HR initiatives and the quality of HR services delivered across the Department ensuring alignment with business strategy and planning.
- Partner with relevant organisational teams and key stakeholders to ensure that HR services support core business activities and align to best practice improvement strategies.



- Provide expert advice, guidance and support on a range of complex HR management matters in addition to identifying and responding to potential risk factors.
- Provide leadership and direction to an HR team to support the delivery of best practice integrated strategies and initiatives and to achieve established goals and objectives.
- Provide strategic human resource management advice and support to improve performance and employee engagement across a range of HR activities.
- Support the implementation of operational and strategic human resources frameworks, initiatives and supporting policies to ensure HR services are delivered with a high level of quality.
- Proactively identify and undertake systemic analysis of business needs to strengthen knowledge, business systems and performance.

**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.

**Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

**Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

**Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

**Additional information**

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