



OFFICIAL

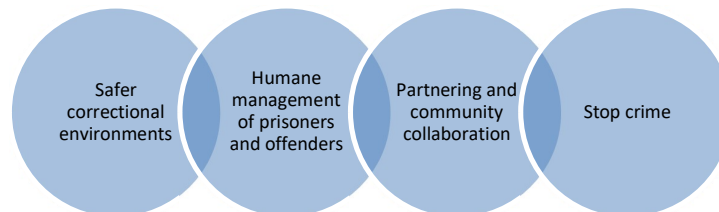
## Principal Project Officer

Position details			
Command	Community Corrections and Specialist Operations	Location	Brisbane CBD
Classification	AO7	Salary per fortnight	\$4,900.20 - \$5,247.20
Type of vacancies	Multiple fixed term temporary backfill opportunities until 30 June 2025.	Salary per annum	\$127,842 - \$136,895
Reports to	Manager Program Delivery	No. direct reports	0
Contact name	Sarah Ward	Contact position title	Principal Project Officer Human Resources
Telephone	07 3565 7784	Closing date	Thursday, 10 <sup>th</sup> July 2025 (continuous applicant pool)
Job Ad Ref	QLD/577072/24		

### About Queensland Corrective Services

#### Who we are

At Queensland Corrective Services we strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace. Our strategic objectives are:



#### Our vision

To enhance the safety of Queenslanders through modern, sustainable and evidence-based corrective services to maximise rehabilitation and reduce recidivism.

#### Our purpose

To provide safe, modern, and responsive correctional services which rehabilitate prisoners and offenders and prevent crime making Queensland safer.

#### Our values

The following values underpin behaviours that will support, transform and enable better ways of working.

**Professionalism:** We are a responsive criminal justice agency providing the highest standards of service delivery through diligence, efficiency, collaboration, sharing of knowledge and supporting our co-workers, stakeholders, the community, prisoners and offenders.

**Integrity:** We inspire trust by acting ethically at all times, acting with honesty and truthfulness and treating prisoners and offenders with dignity and respect.

**Accountability:** We are publicly accountable for the provision of community safety through our actions and preparedness to justify our decisions.

**Innovation:** We seek to continually improve through innovation, evidence-based best practice and research to improve correctional services.

## Our people

Capable and professional people delivering responsive services; our greatest strength is the diversity, talent and dedication of our people and our commitment to supporting them.

## Our organisational structure

Queensland Corrective Services is comprised of four divisions and the Office of the Commissioner:

- Custodial Operations
- Community Corrections and Specialist Operations
- Organisational Capability
- Workforce Culture, Integrity and Capability

Our Queensland Corrective Services organisational structure can be viewed [here](#).

## About the Command

Community Corrections is responsible for the supervision of adults who have been sentenced to a community-based order by the courts or released to parole by Parole Board Queensland. Community Corrections has a strong commitment to keeping communities safe and reducing the risk of re-offending by facilitating positive behavioural change in supervised individuals to enable them to lead more productive crime-free lives. Community Corrections also ensures the conditions and requirements of orders are adhered to by applying a range of risk management strategies.

Specialist Operations has whole of Service responsibility for oversight of identified offender groups, including high risk offenders and for the provision of specialist services to offenders, staff and stakeholders. There are three branches in the group. These include the Intelligence and Investigation Branch, Offender Rehabilitation and Management Services and Sentence Management Services.

The Community Corrections and Specialist Operations Command (CCSO) is undertaking significant transformational change and project delivery. The CCSO program management office (PMO) has been established to enhance CCSO project and program management capabilities, support successful execution of projects within the remit of CCSO, and align associated project efforts with strategic goals.

## About the Role

The Principal Project Officer will be responsible for coordinating and managing the delivery of a number of critical projects in the QCS CCSO Project Delivery portfolio.

In this role you will:

- Lead and participate in project teams to deliver the QCS Reform Agenda
- Provide specialist advice and recommendations that support the ongoing design, development, implementation and review of a range of projects.
- Conduct research and analysis autonomously and prepare evidence-based best practice project management processes for QCS stakeholders.
- Undertake project activities and deliver outcomes by developing and managing elements including formal project plans, budgets, consultation, records and registers in accordance with the approved project management methodologies.
- Generate progress reports, correspondence, briefings and submissions regarding the development, progress and delivery of key QCS projects, issues and core business as directed.
- Establish, support and maintain QCS advisory and / or working groups for the review of projects.
- Liaise, consult and develop partnerships with key internal and external QCS stakeholders.
- Proactively develop and maintain effective networks, partnerships and relationships with internal and external QCS stakeholders and work effectively in a team.
- Manage an organisational element, program or activity and interpret legislation, regulations and other guidelines in relation to the work area function and operations to deliver business outcomes.
- Identify business improvement opportunities, provide tailored business process solutions and recommend and implement strategies to realise the benefits.



## Role Fit

competitively demonstrate their knowledge, skills and experiences and their suitability against the [Leadership competencies for Queensland \(Individual Contributor\)](#): Vision, Results and Accountability in the context of the essential requirements for this role:

The essential requirements for this role are:

- Proven high level consultative, communication, written, interpersonal and negotiation skills appropriate to an environment of reform, change and evolution.
- Knowledge of and the ability to apply appropriate project management methodologies, policy, standards and frameworks relevant to activities and services to ensure effective delivery of outcomes.
- Demonstrated ability to deliver services and functions, prepare business and service management reports, research, review and analyse information, identify issues and problem solve to assist decision-making with the ability to present findings to management, to ensure effective business outcomes.
- Evidence of ability to work collaboratively and respectfully with colleagues, management and stakeholders including communicating clearly, following direction and participating in a team approach to deliver business solutions
- Attention to detail and experience delivering organisational change projects including process and workflow redesign
- Demonstrated understanding of benefits realisation and ability to report and present to senior stakeholders
- Experience in stakeholder engagement and change management in an environment of complex organisational change

### Qualifications, professional registration, conditions and other requirements

- Formal qualifications in human resource management, psychology, business (or a related discipline) would be highly regarded.
- Travel may be a requirement for this position as this position may be required to work at different sites.

### How to apply

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- A **cover letter** (1-2 pages maximum) outlining how your knowledge, skills and experiences make you a competitive candidate against the [Leadership competencies for Queensland \(Individual Contributor\)](#): Vision, Results and Accountability within the context of the essential requirements 'role fit' and responsibilities described under 'about the role'.
- Your **current curriculum vitae/resume**, including two referees who can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, Aboriginal people and Torres Strait Islander people are encouraged to apply.

Applying online through the Smart Jobs and Careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'My SmartJob' 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 [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls 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 the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via 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 Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange this.

Hand delivered applications will not be accepted.

## Additional Information



- Applicants are encouraged to read the *Queensland Corrective Services Applicant Information Guide* contained within the role advertisement. This Guide includes information on employee benefits, employment screening, applying for the role, the selection process and other additional information.
- The role description provides the minimum requirements for the role. The incumbent may be required to undertake other duties as required. There may be instances where the incumbent will be required to work hours outside the normal work hours.
- A non-smoking policy is effective in Queensland Government buildings, offices, and motor vehicle.
- Where a subsequent or recurring vacancy arises, either from the same centre/location or different centre/location from the advertised position, the vacancy may be filled from the order of suitability used to fill the original position. Applications will remain current for up to 12 months after the closing date.

