Administration Officer (AO3)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section   |  |  | | --- | --- | |  | **Role Type:**  Permanent, flexible full-time | |  | **Classification / Salary:**  **AO6**  **$00,000– $00,000 p.a.** | |  | **Position Location:**  Brisbane | |  | **Contact:**  Stacey Parker, Manager  HR Services  (PH) XXXX | |  | **Vacancy Reference No.**  ABC/123/QLD | |  | **Closing Date:**  23/23/23 | | Business Capability |
| Group | Aviation Capability Group |
| Command | Operations Support Command |
| Location | Brisbane |



|  |  |  |
| --- | --- | --- |
|  | **Role Type:** | Permanent, Full-time |
|  | **Salary:** | $73,997 - $82,108 per annum |
|  | **Contact:** | Tanya Donaldson |
| 0459 566 724 | |
|  | **Job Ref.** **No.:** | QLD/577833/24 |
|  | **Closing Date:** | Friday, 26th July 2024 |

Working relationships

**Reports to:** Principal Project Officer / Principal Business Performance Analyst / Base Manager

**Direct reports:** Nil



|  |  |  |
| --- | --- | --- |
|  | **Role Type:** |  |
|  | **Salary:** | QSS to complete |
|  | **Contact:** |  |
|  | **Job Ref.** **No.:** | QSS to complete |
|  | **Closing Date:** | QSS to complete |

Working relationships

**Reports to:**

**Direct reports:**

**QPS PD Ref No:** Click or tap here to enter text.

Date of Review:

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Our Workplace

We are committed to building inclusive cultures that respect and promote **human rights**, **diversity, and inclusion**.

We provide equal opportunities for everyone in our organisation, irrespective of gender, culture, generation, sexual orientation, or disability. We promote a respectful workplace culture that is free from all forms of harassment, workplace bullying, discrimination, and violence. We embrace the benefits of supporting and retaining a mobile, flexible, and agile workforce.

Be a pivotal part of one of Queensland’s biggest teams #qldpolice. Find your change here!

Our Team (Where You Will Be Working!)

Aviation Capability Group contributes to the Queensland Government’s objectives for the community by backing our frontline services and safeguarding our health. We do this by providing essential, lifesaving and emergency aviation support to partner agencies.

Our employees are highly motivated, self-driven leaders who are committed to delivering safe, timely and responsive frontline aviation services.

Our Business Capability team is embarking on significant growth and provides an agile and proactive service delivery in business coordination, business performance, projects and vendor and contract management to support our operational units.

**QPS PD Ref No:** Click or tap here to enter text.

Date of Review:

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QPS PD Ref No:Click or tap here to enter text.

QPS PD Ref No: QGA004

## Your key accountabilities

The core capability requirements for this role are:

* Provide accurate, timely and quality administrative services to support aviation operations.
* Process various administrative and financial documentation necessary for maintaining aviation records.
* Provide research assistance, support and guidance to staff and compile and generate reports as required.
* Maintain registers and record information in the various organisational databases necessary to support aviation operations.
* Maintain positive and effective working relationships with clients and stakeholders.
* Undertake and support operational duties (including during emergencies and disasters as necessary).

## Leadership stream

[*Leadership Competencies for Queensland*](https://www.forgov.qld.gov.au/__data/assets/pdf_file/0025/182527/leadership-competencies-for-queensland-brochure.pdf) describes what highly effective, everyday leadership looks like in the public sector regardless of whether the role has responsibilities to manage or lead others.

Your application needs to demonstrate the behaviours of the Leadership stream indicated below.

Be prepared to discuss / reflect on these behaviours in the event you are invited to attend an assessment interview.

This role has been identified as Individual contributor.

**Individual contributor**

*Leading Self*

**Team leader**

*Leading others   
and/or projects*

**Program leader**

*Leading teams and/or   
programs*

**Executive**

*Leading the function*

leadership

specialist/technical

Balance of leadership and technical responsibility





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## Role Requirements

|  |  |
| --- | --- |
| Mandatory | Nil |
| Qualification | Nil |
| Technical/ Operational/ Educational experience | **Highly Desirable**   * Strong working knowledge of Microsoft Office suite. |
| Other | * In compliance with CASA Drug and Alcohol Management Plan requirements, the preferred applicant will be required to undergo pre-employment testing and participate in the QGAir Drug and Alcohol Management Program |

## How to apply

Submit a written statement of no more than 2 A4 pages outlining your suitability for the position by addressing the Key Accountabilities at the level of the Leadership stream indicated. Your statement should include examples of previous performance and demonstrate leadership behaviours at the level of the Leadership stream.  
  
Please use examples from your work to date to showcase how your skills and experience match the requirements of the role.

Refer to the ***Applicant Guide*** for additional information on how to apply.

## Other Information

Appointment to this position will be made pursuant to the provisions of the *Public Sector Act 2022*.

Terms and conditions of employment will be in accordance with the Queensland Public Service Officers and Other Employees Award - State 2015 and the current Queensland Police Service Staff Members Certified Agreement 2023.

Refer to the **Applicant Guide** for further essential information relating to this role including Police Security Checking Guidelines, eligibility for appointment and other important conditions that apply to this employment.

The Queensland Police Service (QPS) is collecting information for the purpose of processing your application for an advertised QPS vacancy. The collection of this information is authorised by the *Police Service Administration Act 1990*.

Applications will remain current for 12 months.

