**SENIOR PROJECT OFFICER** (AO6)

|  |  |
| --- | --- |
| Section | Portfolio Reporting Office |
| Group | Portfolio Reporting Office |
| Command | Specialist Operations |
| Location | Brisbane |



|  |  |  |
| --- | --- | --- |
|  | **Role Type:** | Temporary, Full-time |
|  | **Salary:** | $114,625 - $122,400 per annum. |
|  | **Contact:** | Michaela Sunarso 3364 3609 |
| sunarso.michaelav@police.qld.gov.au | |
|  | **Job Ref.** **No.:** | QLD/577916/24 |
|  | **Closing Date:** | Friday, 26 July 2024. |

Working relationships

**Reports to:** Program Manager

**Direct reports:** 0



|  |  |  |
| --- | --- | --- |
|  | **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:

d

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!)

The Portfolio Reporting Office is responsible for tracking and reporting on progress of implementation, integration and coordination of QPS recommendations from the Women’s Safety and Justice Taskforce (Report 2) in relation to sexual violence responses and the experiences of women and girls as offenders, and other relevant inquiry recommendations

QPS PD Ref No:AS0103

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

Date of Review:

d

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

## Your key accountabilities

The core capability requirements for this role are:

* Assist in the development, implementation and overview of appropriate policies, standards and guidelines in line with program and project management methodologies.
* Evaluate program, project and initiative outcomes against planned deliverables.
* Monitor program, projects and initiatives for compliance with approved governance guidelines.
* Liaise, consult and negotiate effectively with program and project managers, their teams and stakeholders in relation to governance and deliverables.
* Represent the QPS on committees and working parties relating to sector-wide program, project governance principles.
* Prepare and review reports, briefing notes, submissions, departmental and other correspondence in accordance with QPS, Reform and Transformation Office (RTO) and Office of the Special Coordinator requirements.
* Deliver presentations and reports to senior executives and represent the QPS at internal and external forums.

## 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 Program leader.

**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





## Role Requirements

|  |  |
| --- | --- |
| Mandatory | While there are no mandatory requirements, previous experience, particularly in a portfolio, program and/or project environment would be favourably regarded. |
| Qualification | Nil |
| Technical/ Operational/ Educational experience | Nil |
| Other | Nil |

## 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 General Employees (Queensland Government Departments) 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.

