Uniform Quality & Development Officer (OPOT3)

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| --- | --- |
| Section | Uniform Support |
| Group | Supply Services |
| Command | Organisational Capability Command |
| Location | Richlands |



|  |  |  |
| --- | --- | --- |
|  | **Role Type:** | Permanent Flexible Part-time |
|  | **Salary:** | $31,968 to $33,959 p.a. |
|  | **Contact:** | Melissa Caisley |
| 3737 6881  Caisley.MelissaG@police.qld.gov.au | |
|  | **Job Ref.** **No.:** | QLD/577944/24 |
|  | **Closing Date:** | Friday, 26th July 2024 |

Working relationships

**Reports to:** Uniform Research & Development 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 Queensland Police Service provides an internal uniform fitting and measuring service to their members including recruits, police officers, watchhouse officers, liaison officers and some civilian units.

You will provide a high level of customer service to Queensland Police members via phone, face to face and email and contribute to the enhancement of the uniform support function within Supply Services.

QPS PD Ref No:BSD077

**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.

## Your key accountabilities

The core capability requirements for this role are:

* Provide professional measurement services for Queensland Police Service officers and members for uniform items and carry out uniform fittings for recruits in Brisbane and Townsville as required.
* Provide advice on sizing and alterations, respond to enquiries on uniform matters including quality issues and uniform fittings and assist in the evaluation and refurbishment of uniform items, including returns, exchanges, and warranty claims.
* Measure, fit and issue the new Integrated Load Bearing Vest (ILBV) to all recruits and in services members as required.
* Establish and maintain business and administrative processes for the Uniform Support team, and administrative support to management and team members.
* Maintain a high standard of presentation in the fitting area, a high level of confidentiality, ethical behaviour and a professional image.
* Actively contribute to the ongoing improvement of systems, processes and customer service delivery to achieve desired outcomes for Supply Services.

## 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





## Role Requirements

|  |  |
| --- | --- |
| Mandatory | Nil. |
| Qualification | Nil. |
| Technical/ Operational/ Educational experience | Whilst not mandatory, experience/knowledge in clothing, such as the retail clothing environment, would be highly regarded. |
| Other | Training will be provided on the job. |

## How to apply

[](https://smartjobs.qld.gov.au/)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.

