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| **Clock outline** | **Role type**  Full-time permanent | Our purpose is to deliver contemporary regulatory and other government services to Queenslanders.  Our vision is for Queensland workers, industry and communities, to be healthy, safe, fair and productive.  To achieve this, we focus on three priorities:  Industry, community and partnerships  Regulatory standards  Our people  At the OIR we, improve work health and safety in Queensland and help to reduce the risk of workers being killed or injured on the job; develop and enforce standards for electrical safety in Queensland; regulate workers’ compensation; and support improved productivity and fairness in Queensland workplaces. We also provide a range of business and corporate services.  For more about the OIR go to <https://www.oir.qld.gov.au/> |
| **Dollar outline** | **Salary per annum**  $140,725 to $148,737 \*plus up to 12.75% superannuation contributions |
| **City outline** | **Location**  Flexible |
| **Employee badge outline** | **Contact**  Robert Wicks, A/Executive Director  robert.wicks@oir.qld.gov.au  0413 250 800 |
| **Paper outline** | **Job ad reference**  **QLD/578215/24** |
| **Monthly calendar outline** | **Closing date**  Monday, 29th July 2024 |
| **User outline** | This role is open to all applicants and we encourage applications from people with diverse backgrounds. |

What you can expect in this role

As the Manager you will work autonomously and lead the Governance and Compliance Unit in the Electrical Safety Office to make Queensland industry, home and communities safe from the risk of electrical harm through a range of compliance, enforcement, advisory and support services.

Key responsibilities include:

* Manage a small team to ensure directed compliance activities and programs within the scope of Electrical Safety Office (ESO) portfolio are effective, deliverable, coordinated and have a sound legislative basis.
* Oversee the development, implementation and auditing of the ESO’s policy framework for administration and financial support services, systems and procedures, and provide high-level advice and interpretation to the ESO leadership team.
* Undertake internal audit activities to ensure portfolio areas within the ESO are adhering to internal operational procedures and legislative requirements.
* Provide high level advice to the Executive Director, ESO and other key ESO stakeholders pertaining to contemporary, contentious and emerging issues within the scope of the role.
* Prepare complex technical reports, correspondence, submissions and briefs in response to ministerial requests and operational matters as directed by the Executive Director, ESO.
* Represent ESO on internal and external committees and standards setting forums.
* Actively contribute to the effectiveness of the strategic plan and program of work in the ESO through the identification and development of innovative solutions to reduce electrically related injuries and property damage within the scope of the ESO.

Our workforce needs to be able to respond quickly to new and emerging priorities. You may be required to undertake alternative duties or work in alternative locations on a temporary or permanent basis to support service delivery.

In this role you may be exposed to confronting and distressing content and OIR will support you with relevant professional supervision and access to our employee assistance program services to monitor vicarious trauma. Applicants should consider this context and their personal resilience and coping strategies for longevity in the position.

This role is responsible for managing workers and has legislative obligations outlined in the *Work Health and Safety Act 2011 (Qld)* to identify and manage physical and psychological risks to health and safety through the implementation of and verification of controls. More information on how to manage psychosocial risksis detailed in the[Managing the risk of psychosocial hazards at work Code of Practice (2022)](https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice).This role is also required to ensure workers are provided information, training and supervision to conduct work in a safe and compliant manner in accordance with OIR’s Health Safety Wellbeing Safety Management System.

What we are looking for

We will confirm your eligibility and suitability for this role by considering your abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities. We’ll also consider the way you have carried out previous employment, your potential for future contribution and how you could enhance equity, diversity, respect and inclusion at the OIR.

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| Mandatory qualifications or conditions | Open Driver’s Licence. |
| Key capabilities | Key capabilities for this role are aligned with the OIR Capability Framework and the [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/working-in-the-public-service/leadership-and-learning-hub/build-capability/capability-frameworks-and-strategies/leadership-competencies-for-queensland) under the leadership stream: Individual contributor.  Key capabilities for this role include:   * Demonstrated experience in managing staff, managing workloads and exercising sound decision making skills to ensure delivery of consistent high quality team outcomes. * Demonstrated high level communication skills (oral and written) as evidenced by positively influencing individuals and larger groups to achieve corporate improvements, problem solving, resolving complex disputes constructively, representing ESO at high level meetings and forums, and preparing timely and accurate correspondence, briefs and reports. * High level of skill in the interpretation and application of policies, procedures and legislation applicable to the areas within the ESO. * Demonstrated knowledge and understanding, or the demonstrated ability to quickly achieve same, of electrical safety issues, compliance management strategies, including the application of enforcement measures and knowledge of/or ability to rapidly acquire knowledge of OIR operational processes and procedures. * Sound knowledge and understanding of contemporary human resource issues including employment equity, non-discrimination and workplace health and safety and ability to apply these to occupational health issues. |

How to apply

Apply online at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au).T). Create a ‘My SmartJob’ account to submit your application. Your application needs to include:

* your current resume, including contact details for at least one referee who has thorough knowledge of your conduct and performance within the past two years
* a letter or statement (one to two pages) that addresses the ‘What are we looking for’ section above.

Enquiries about culture, safety or reasonable adjustments can be directed to the contact person for this role. For technical difficulties with submitting your application, contact 13 QGOV (13 7468) or phone OIR Human Resources on 07 3406 9943.

Please allow enough time before the closing date to submit your application. Requests for late applications are to be forwarded to the contact person for consideration.

Please read OIR’s Applicant guide to learn more about the OIR and assist you to apply for a role. To discuss your needs for cultural safety or reasonable adjustments to help you participate in the recruitment and selection process, please advise the contact person for this role.