Workforce Coordinator (State Custody) (AO5)

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| Unit   |  |  | | --- | --- | |  | **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 | | State Custody Unit |
| Group | State Custody and Property Group |
| Command | Road Policing and Regional Support Command |
| Location | Brisbane |



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| --- | --- | --- |
|  | **Role Type:** | Temporary Full-time |
|  | **Salary:** | $100,129 - $108,698 per annum. |
|  | **Contact:** | Senior Sergeant Neil Laidlaw   (07) 3238 6612 |
|  | **Job Ref.** **No.:** | QLD/578336/24 |
|  | **Closing Date:** | Monday, 29 July 2024. |

Working relationships

**Reports to:** Senior Sergeant, State Custody and Property Group.

**Direct reports:** May be required to supervise administration staff.



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|  | **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!)

QPS provides places of detention across the state for persons who have been denied bail and are awaiting their first or subsequent appearance in court. Following the decision of the court, prisoners who are remanded or sentenced then remain in a QPS Watchhouse until they are transferred to either youth detention or correctional centre.   
  
The State Custody Unit in partnership with the Department of Children, Youth Justice and Multicultural Affairs Youth Justice Custody Team, monitors all youths in custody in watchhouses and the movements from Youth Detention Centres across the State daily.   
  
We provide a strong and inclusive team culture committed to the development and growth of our members across several disciplines.

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

Date of Review:

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QPS PD Ref No: **AS0200**

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

## Your key accountabilities

The core capability requirements for this role are:

* Consult with District Watchhouses to monitor capacity and forecast availability to ensure the current and future capacity does not exceed build capacity and workforce capability .
* Overview the development, delivery and coordination of timely and accurate transport schedules in line with demand commitments, training, equity, leave and workplace health and safety requirements.
* Provide guidance on developed of policy and procedures relating to watchhouse capacity and transport capabilities, including leave management, establishment management, and employee entitlements to enable fully informed management decisions.
* In consultation with District Watchhouses , facilitate and manage the process to transfer remanded and sentenced prisoner across QPS watchhouses. .
* Provide leadership and direction to State Custody Unit rostering staff by determining priorities and responding to and resolving operational issues.
* Develop and maintain key relationships and communication with internal and external stakeholders.

## Leadership stream

[*Leadership Competencies for Queensland*](https://www.forgov.qld.gov.au/leadership-competencies-queensland)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 Team leader.

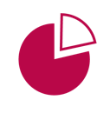
**Individual contributor**

*Leading Self*



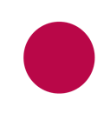
**Team leader**

*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 Nil

QualificationNil

Technical/ Operational/ Educational experienceContemporary experience in custody management is highly desirable.

OtherThe successful applicant will be required to work shift work

## How to apply

Please submit a written statement of no more than two (2) pages outlining your suitability for the role based on the key accountabilities along with your resume.  
  
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*.

