BUSINESS SUPPORT OFFICER (AO4)

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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 | | HR Systems |
| Group | Workforce Strategy and Analytics |
| Command | Human Resources Division |
| Location | Brisbane CBD |



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| --- | --- | --- |
|  | **Role Type:** | Permanent Flexible Full-Time |
|  | **Salary:** | $86,908 - $95,298 per annum |
|  | **Contact:** | Clarissa Turner |
| 07 3015 3349 Turner.ClarissaA@police.qld.gov. au | |
|  | **Job Ref.** **No.:** | QLD/578593/24 |
|  | **Closing Date:** | Tuesday, 30th July 2024 |

Working relationships

**Reports to:** AO7 Principal Organisational Change Officer

**Direct reports:** 0



|  |  |  |
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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!)

You will be part of a dynamic and collaborative team and be responsible for providing a range of business support services to the Workforce Strategy and Analytics Team.

QPS PD Ref No: AS0165

**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 high level administrative support to HR Systems, including management of meetings, conferences and other events, preparation and processing of travel/accommodation bookings and purchasing of office and operational consumables
* Monitor the HR Systems shared inbox and other social platforms of internal engagement and maintain data management
* Liaise with a range of internal and external stakeholders on behalf of HR Systems including coordinating the procurement of services, equipment, and supplies
* Work collaboratively as a member of a small team with competing deadlines to provide assistance and support as required by the HR Systems Unit
* Provide HR Systems support to other HR teams for example in the provision of reporting

## 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 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

QualificationNil

Technical/ Operational/ Educational experienceNil

OtherNil

## 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*.

Applications will remain current for 12 months.

