



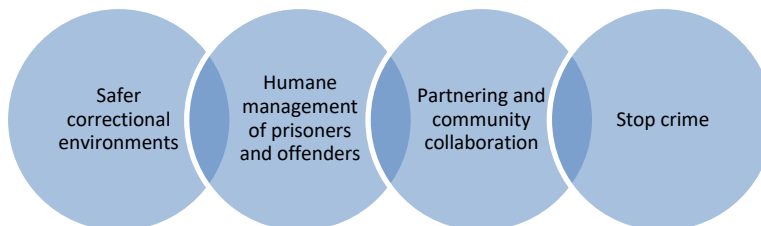
# Senior Project Officer

| Position details  |   |                        |   |
|-------------------|---|------------------------|---|
| Command           | Community Corrections and Specialist Operations   | Location               | Brisbane CBD                              |
| Classification    | AO6   | Salary per fortnight   | \$4,393.60 - \$4,691.60                   |
| Type of vacancies | Fixed term temporary for 6 months<br><i>(with the possibility of a further 6-month extension)</i> | Salary per annum       | \$114,625 - \$122,400                     |
| Reports to        | Principal Project Officer Governance  | No. direct reports     | 0   |
| Contact name      | Sarah Ward  | Contact position title | Principal Project Officer Human Resources |
| Email             | Sarah.Ward@corrections.qld.gov.au   | Closing date           | Friday, 7 <sup>th</sup> February 2025     |
| Job Ad Ref        | QLD/583088/24   |                        |   |

## About Queensland Corrective Services

### Who we are

At Queensland Corrective Services we strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace. Our strategic objectives are:



### Our vision

To enhance the safety of Queenslanders through modern, sustainable and evidence-based corrective services to maximise rehabilitation and reduce recidivism.

### Our purpose

To provide safe, modern, and responsive correctional services which rehabilitate prisoners and offenders and prevent crime making Queensland safer.

### Our values

The following values underpin behaviours that will support, transform and enable better ways of working.

**Professionalism:** We are a responsive criminal justice agency providing the highest standards of service delivery through diligence, efficiency, collaboration, sharing of knowledge and supporting our co-workers, stakeholders, the community, prisoners and offenders.

**Integrity:** We inspire trust by acting ethically at all times, acting with honesty and truthfulness and treating prisoners and offenders with dignity and respect.

**Accountability:** We are publicly accountable for the provision of community safety through our actions and preparedness to justify our decisions.

**Innovation:** We seek to continually improve through innovation, evidence-based best practice and research to improve correctional services.

### Our people

Capable and professional people delivering responsive services; our greatest strength is the diversity, talent and dedication of our people and our commitment to supporting them.

### Our organisational structure

Queensland Corrective Services is comprised of four divisions and the Office of the Commissioner:

- Custodial Operations
- Community Corrections and Specialist Operations
- Organisational Capability
- Workforce Culture, Integrity and Capability

Our Queensland Corrective Services organisational structure can be viewed [here](#).

### About the Command

Community Corrections is responsible for the supervision of adults who have been sentenced to a community-based order by the courts or released to parole by Parole Board Queensland. Community Corrections has a strong commitment to keeping communities safe and reducing the risk of re-offending by facilitating positive behavioural change in supervised individuals to enable them to lead more productive crime-free lives. Community Corrections also ensures the conditions and requirements of orders are adhered to by applying a range of risk management strategies.

Specialist Operations has whole of Service responsibility for oversight of identified offender groups, including high risk offenders and for the provision of specialist services to offenders, staff and stakeholders. There are three branches in the group. These include the Intelligence and Investigation Branch, Offender Rehabilitation and Management Services and Sentence Management Services.

The Community Corrections and Specialist Operations Command (CCSO) is undertaking significant transformational change and project delivery. The CCSO program management office (PMO) has been established to enhance CCSO project and program management capabilities, support successful execution of projects within the remit of CCSO, and align associated project efforts with strategic goals.

### About the Role

The Senior Project Officer is responsible for contributing to key strategic project and best practice solutions for the enhancement and implementation of projects across the CCSO Program Management Office.

In this role you will:

- Support program level reporting and project health checks that provide visibility of risks, issues, change impacts and status of all projects overseen by the CCSO PMO.
- Provide high-level secretariat support to Project Boards and senior meetings as requested, including setting Board agendas, completing Board minutes and action logs.
- Work autonomously, and as a member of a high functioning and collegial team; including adaptability and flexibility to deal with and manage changing priorities.
- Ensure the timely provision of communication, training and advice to relevant staff and key stakeholders.
- Prepare high quality reports, briefing notes, and presentations on designated project outcomes, findings and recommendations.
- Work cooperatively within broader CCSO project team's offering technical expertise, advice and support on all project work and undertaking any other duties as required by CCSO PMO senior managers.



## Role Fit

Within the context of the role responsibilities described above under “About the role”, the ideal applicant will be someone who can competitively demonstrate their knowledge, skills and experiences and their suitability against the [Leadership competencies for Queensland \(Individual Contributor\)](#): Vision, Results and Accountability in the context of the essential requirements for this role. The essential requirements for this role are:

- Demonstrated ability to provide project administration, coordination, reporting and support within a diverse and complex organizational environment.
- High level interpersonal, negotiation and conflict resolution skills and the ability to build and maintain strategic working relationships with diverse stakeholders to influence and drive project outcomes in an environment of change.
- High level knowledge of and experience in relation to the criminal justice sector and implementing best practice solutions to improve business outcomes in this sector.
- Good understanding of key issues, trends and innovative approaches relating to the safe and effective management of individuals subject to QCS care.
- Demonstrated ability to work in, influence and achieve outcomes within multi-disciplinary teams of professional staff.
- Demonstrated conceptual, analytical, and problem-solving skills including the ability to aggregate data and identify trends.
- Ability to think critically, engage in abstract thinking, and develop and implement options, strategies and recommendations to achieve desired outcomes.

### Qualifications, professional registration, conditions and other requirements

- There are no mandatory requirements for this position.

### How to apply

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- A **cover letter** (1-2 pages maximum) outlining how your knowledge, skills and experiences make you a competitive candidate against the [Leadership competencies for Queensland \(Individual Contributor\)](#): Vision, Results and Accountability within the context of the essential requirements ‘role fit’ and responsibilities described under ‘about the role’.
- Your **current curriculum vitae/resume**, including two referees who can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, Aboriginal people and Torres Strait Islander people are encouraged to apply.

Applying online through the Smart Jobs and Careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'My SmartJob' account before submitting your online application.

By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.

If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online, please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange this.

Hand delivered applications will not be accepted.

## Additional Information



- Applicants are encouraged to read the *Queensland Corrective Services Applicant Information Guide* contained within the role advertisement. This Guide includes information on employee benefits, employment screening, applying for the role, the selection process and other additional information.
- The role description provides the minimum requirements for the role. The incumbent may be required to undertake other duties as required. There may be instances where the incumbent will be required to work hours outside the normal work hours.
- A non-smoking policy is effective in Queensland Government buildings, offices, and motor vehicle.
- Where a subsequent or recurring vacancy arises, either from the same centre/location or different centre/location from the advertised position, the vacancy may be filled from the order of suitability used to fill the original position. Applications will remain current for up to 12 months after the closing date.

