

ROLE PROFILE

Closing date:	Friday, 27 th of January 2023
Contact for further information:	Andrew Horn, Program Manager, Hervey Bay Mobile: 0407 052 428
Title:	Senior Project Officer – Identified
Classification:	AO6
Service Area:	Culture and Economic Participation
Branch/Team/Region:	Central Queensland Region
Location:	Cherbourg
Salary per annum:	\$105,977 - \$113,167 per annum
Employment type:	Full Time
Job duration:	30th January 2023 – 22nd December 2023
Job ad reference no.:	QLD/465272/23
Additional requirements:	This is an identified position. Under s25 of the Anti-Discrimination Act 1991 (Qld), there is a genuine occupational requirement for the incumbent to be Aboriginal or Torres Strait Islander. Cherbourg residents are strongly encouraged to apply.

The Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships has a lead role in enabling Aboriginal people and Torres Strait Islander people to contribute to, and enjoy, Queensland's prosperity and lifestyle through the delivery of whole-of-Government policies, programs and services.

We work closely with government agencies at all levels, industry and community representatives to:

- enable people to acquire skills and abilities to actively participate in the Queensland economy
- develop and implement social and economic initiatives to strengthen the capabilities of Aboriginal peoples and Torres Strait Islander peoples and their communities.

If you would like further information about our department visit our [website](#).

Why join our team?

The Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships will support you to build a challenging and rewarding career while maintaining a healthy work and life balance. The department is committed to providing employees with access to a flexible work environment and welcomes the opportunity to discuss these arrangements. You will enjoy a competitive salary,



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superannuation, salary packaging, flexible working hours, flexible leave options, a safe and healthy work environment and professional development.

Role Scope

- The role of the Senior Project Officer is to manage the development and implementation of projects to support policy and program outcomes, improved coordination of government services, and the development of solutions to local and regional issues for Aboriginal and Torres Strait Islander peoples.
- Projects managed by this position will focus on domestic and family violence and other related reforms.
- To coordinate, develop, support and monitor existing networks and engagement processes to ensure relevant input into policies, projects and initiatives, and establish new networks where necessary.
- This role will also be required to provide advice and research, and analyse and monitor policy options relevant to Aboriginal and Torres Strait Islander peoples within Cherbourg, Central Queensland Region.
- The Senior Project Officer role was established to work alongside Aboriginal and Torres Strait Islander communities and participate in implementation of practical on the ground actions to support Aboriginal and Torres Strait Islander families with complex needs and address domestic and family violence and related issues in the region.

Key responsibilities of this role

- Develop, coordinate and implement projects that address domestic and family violence and other relevant reforms, and deliver improved outcomes for Aboriginal and Torres Strait Islander Queenslanders.
- Provide advice on issues related to domestic and family violence and deliver on the region's responsibilities arising from the Government response to the "Not Now, Not Ever: Putting an End to Domestic and Family Violence in Queensland" report, which have a specific focus on Aboriginal and Torres Strait Islander communities and people.
- Provide quality and timely advice and analysis to the Manager, Regional Director and Central Office on social issues, with a focus on domestic and family violence and related matters.
- Manage community engagement processes, including the monitoring and reporting of actions and outcomes from these processes that deliver benefits to Aboriginal and Torres Strait Islander clients and communities, including outcomes from the Youth Employment Program.
- Lead, coordinate and contribute to regional and place-based projects including the Youth Employment Program and initiatives to implement whole of government program and service delivery responses to issues impacting the South Burnett and Cherbourg areas.
- Develop strategic partnerships across government, industry and broader stakeholders to ensure that partners recognise and respond to the aspirations of Aboriginal and Torres Strait Islander Queenslanders.
- Prepare complex and substantial reports, submissions, briefs, memoranda and correspondence.
- Contribute to the region's business unit planning and operational planning processes.
- Contribute to the evaluation and assessment of whole-of-government policies and programs, and resulting outcomes for Aboriginal and Torres Strait Islander people.
- Provide advice in relation to Aboriginal and Torres Strait Islander protocols, history and issues within the region.
- All staff are responsible for identifying, managing and reporting risks relating to their work with DSDSATSIP.
- Other priorities as requested by the Manager, Regional Director or Central Office.

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Working relationships in this role

Reports to:	Program Manager, Hervey Bay
Direct reports:	Nil
Internal:	Regional Director, Central Queensland Region
External:	Government/non-government agencies and the public

Delegations

The position has human resource and financial delegations in accordance with departmental policy and procedures.

How will you be assessed for this Role?

Your merit will be assessed based on the following key capabilities as they relate to the role:

- **Vision**

1. *Thinks critically and acts on the broader purpose of the system*
 - Prioritises projects and tasks efficiently in line with team commitments.
2. *Embraces change and leads with focus and optimism in an environment of complexity and ambiguity*
 - Demonstrates flexibility to changing expectations by proactively adapting own approach to reflect new requirements.
3. *Makes considered, ethical and courageous decision based on insight into the broader context*
 - Accepts decision making responsibility and demonstrates judgement about when to escalate issues.

- **Results**

1. *Strengthens and mobilises the unique talents and capabilities of the workforce*
 - Takes the initiative to collaborate with people from a diverse range of backgrounds, experiences and expertise.
2. *Builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes*
 - Builds rapport and establishes strong and mutually beneficial connections.
3. *Inspires others by driving clarity, engagements and a sense of purpose*
 - Actively participates in organisational initiatives.

- **Accountability**

1. *Fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised*
 - Demonstrates openness to diversity and supports practices that enable all individuals to participate to their fullest ability.
2. *Maintains a high standard of practice through governance and risk management*
 - Upholds integrity through responsible management and use of processes and resources.

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- **Cultural Capability**

1. You are able to communicate effectively with Aboriginal peoples and Torres Strait Islander peoples and you have knowledge of both cultures and societies from a historical and contemporary perspective.
2. You recognise and articulate the interests of Aboriginal peoples and Torres Strait Islander peoples and you are able to consult in accordance with cultural protocols if required.

Important information for applicants

- Staff engaged with DSDSATSIP are expected to adhere to our SOLID (strengths based, open, loyal, innovative and dedicated) culture.
- A probationary period may apply to successful applicants to permanent roles who are external to the public service (unless advised otherwise)
- Successful applicants will be subject to a criminal history check and/or blue screening for roles that work with children.
- Successful applicants may be required to disclose any previous serious disciplinary action
- Newly appointed public service employees are obliged, within one month of starting duty, to make a disclosure of any employment as a lobbyist in the previous two years
- Applications remain current for 12 months and may be considered for identical or similar vacancies (these may be at a different location)
- To be eligible for permanent appointment to the Queensland Public Service, applicants must provide proof of Australian citizenship or permanent residency or a right to stay indefinitely. To be eligible for temporary appointment, applicants must provide proof that they can legally work in Australia for the period of the vacancy.
- Voluntary Separation Program (VSP) recipients or applicants who have been paid a voluntary early retirement, redundancy or retrenchment payment from a Queensland Government entity are required to indicate this in their application.
- Applicants must nominate (or provide a written reference from) an Aboriginal person or a Torres Strait Islander person who can attest to their knowledge, skills or experience to demonstrate cultural capabilities as required. This person may be a community member, supervisor or work colleague.

How to apply

Unless stated otherwise, your application should be comprised of:

- a **statement (not more than two pages)** that summarises your skills, experience and achievements against the key capabilities within the context of the role you are applying for; and
- a **current resume** containing details of two (2) referees with at least one (1) of those referees having a thorough knowledge of your work behaviour, conduct and performance within the previous two years. In addition, applicants must be able to nominate (or provide a written reference from) an Aboriginal person or a Torres Strait Islander person who can attest to their knowledge, skills or experience to demonstrate cultural capabilities as required. This person may be a community member, supervisor or work colleague.

All applications to be emailed to Andrew.horn@dldsatsip.qld.gov.au

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*See tips on [how to write a resume and cover letter](#).

All role descriptions and selection processes are required to be aligned with the Leadership competencies for Queensland. For more information visit: <https://www.forgov.qld.gov.au/leadership-competencies-queensland>

All applicants are encouraged to advise the panels of any additional support or reasonable adjustments required during the recruitment process. The methods used in the recruitment for a role may vary, but the sorts of processes used may include online application form, online cognitive testing, video interview, written response task, assessment centre, in-person interview.

Please indicate in your application if you require assistance with accessibility (e.g National Relay Service, Screen Reader accessible documents etc.) for any processes that may be used?

Hand delivered applications will not be accepted.