

Role Description

Corporate Services Officer

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

23131

Content

Manager No.

14/449388

Work Unit

Nominated Division

Location

Various

Classification

AO3 Qld Public Service Officers and Other Employees Award - State 2015
36 ¼ hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Corporate Services Officer you will:

- Provide services across the range of human resource, financial and facilities management functions to schools and the region and participate in the implementation of systemic priorities and initiatives.
- Provide a direct service to school principals, school employees, Parents and Citizens Associations, School Councils and other employees on issues relating to human resources, financial, facilities, information management and administrative services.

Corporate services staff operates as a team. Reporting relationships will be determined by each regional management team. The specific nature of the duties of this role will be dependent on the specific needs and priorities of the respective region.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Undertake work across a broad range of corporate services activities and undertake a narrow range of duties relating to a specific corporate services function.
- Assist and advise principals, regional employees and other managers on human resource, financial and facilities management issues.
- Assist with the implementation of initiatives and systemic priorities as they relate to corporate services within the region.
- Monitor corporate service activities of schools or the region to ascertain needs and compliance with legislation and departmental policies.



- Maintain and enhance administrative systems and processes to maximise the effectiveness of services to schools or the region.
- Assist in the preparation of reports, submissions, briefing material and correspondence on human resource, financial and facilities management issues.
- Encourage flexibility, responsiveness and continuous improvement in service delivery to schools.
- Oversee the maintenance of office equipment and consumable stock supplies, equipment repairs, disposal and purchase as necessary.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

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- This role description works in conjunction with the Candidate Information Package.