

## Role Description

## Officer/Consultant

### 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.

**22945**

Content Manager No.

**22/638380**

Work Unit

**Unit**

**Branch**

**Division**

Location

Classification

**AO5 Qld Public Service Officers and Other Employees Award - State 2015**  
**36 ¼ hour week**

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. 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](http://www.qed.qld.gov.au)

### Your opportunity

As the Officer/Consultant your role will include:

- providing a variety of functions which may include managing a specific project/element within the business unit or wider organisation usually:
  - providing administrative support to a particular program, activity or administrative function and consultancy service to external organisations.
  - providing subject matter expertise or policy advice across a range of programs or activities undertaken by the department.
- the preparation of documentation for complex correspondence purposes and for decision by senior officers.
- liaison and co-ordination within and across functions including office representation and overseeing and co-ordinating the work of other staff assisting in this area.
- working within a number of specialist or multi-disciplinary teams or independently as required.

### Your role

Responsibilities include:

- working independently, under limited direction as to your priorities and the detailed conduct of the task or project.
- making decisions as required, usually governed by the application of rules, regulations or office operating instructions or procedures. While such decisions may impact on Office operations and resources, they are usually limited to the specific work area involved.
- setting and achieving priorities, monitoring work flow and/or managing staffing resources to meet objectives as required. This may be directly or as part of a project.



Capabilities include:

- a knowledge of office operations and the ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area.
- the ability to investigate, analyse, interpret or evaluate information for the guidance of staff or clients, or undertake research in relation to technical matters.
- well-developed liaison and communication skills and the ability to negotiate with clients or other interested parties, within parameters decided by senior management.
- significant managerial ability, including the ability to supervise staff, set priorities, monitor work flow, develop local strategies, procedures and work practices, and allocate resources.
- demonstrated personnel and/or project management skills, the ability to apply principles and procedures and legislative processes.

**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**

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