

Role Description

Senior Project 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.

23445

Content

Manager No.

15/33565

Work Unit

Nominated Unit

Nominated Branch

Nominated Division

Location

Various location throughout the State

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 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 Senior Project Officer, you will:

- Undertake specialist project activities to achieve the outcomes expected of the project.
- Oversee the development, implementation and monitoring of program plans and phases, including the coordination of the various activities associated with achieving the project objectives.

The Senior Project Officer reports to the nominated officer, Nominated Unit, Nominated Branch, Nominated Division.

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 and participate in designated project and organisational change activities.
- Resolve problems and assist in the development and implementation of initiatives, plans, policies, procedures, processes and systems for effective and efficient administration of departmental services.
- Assist in coordinating the development and implementation of plans, policies and procedures and in managing processes.
- Closely monitor project timeframes and report any potential slippages.
- Provide clear and regular reporting to senior officers and other staff within the division on project progress or other agreed key performance indicators to assist in monitoring and decision making.
- Develop and maintain good working relationships with all relevant stakeholders.
- Attend meetings with departmental officers to discuss, evaluate and revise plans, systems and procedures.
- Regularly disseminate information to all departmental staff on significant departmental initiatives relating to the intent and purpose of the activities of the unit.



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.