

Date : 6/05/2018 9:24:56 AM
From : smartjobs@qld.gov.au
To : "TRACEY Alena"
Cc : "TRACEY Alena"
Subject : Application Pack: PA last.pdf

Here is the link to the PDF document containing applicant data sent to you by Alena Tracey.

- Application Resumes included
- Application Details included

Click [here](#) to download the file.

Please note: the link above will remain active for the next 7 days.

Role Description

Position title	Principal Advisor	Job Ad Ref (JAR)	QLD/274444/18
Type of vacancy	Permanent	Closing date	Friday, 04 May 2018
Division/Service area	Office of the Director-General	Location	Brisbane CBD
Classification	SO	Contact officer	Alena Tracey Senior Director 07 3087 8406
Salary Range	\$129,227 - \$141,773 pa	Total remuneration	\$147,437 - \$161,751 pa

Working for the Department of Environment and Science

The Department of Environment and Science recognises the enormous value a clean environment, innovative society and economy, and vibrant culture makes to our lives.

As a diverse organisation, the department brings together key areas of work to achieve our objectives for a better Queensland:

- **Environment**
- **Science**
- **Arts**

DES has a culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments. As a DES employee, you will be actively encouraged and supported as an individual in an inclusive environment embracing our differences and applying diverse and inclusive thinking to our business.

DES offers a range of flexible work practices, learning and development opportunities, and study assistance.

The Office of the Director-General assists in maintaining high level communication and liaison with the Minister's Office and other Government departments and agencies, as well as private sector organisations.

More information about our department is available online at www.des.qld.gov.au.

Description

The Principal Advisor works in the Office of the Director-General (DG), Department of Environment and Science (DES).

The Principal Advisor forms part of a small team who provide direct support to the DG. This role provides high level independent advice and support to the DG regarding the development of policy and the implementation of operational activity.

The position is Brisbane based but travel may be required as part of the regular activities of the role (including overnight stays).

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DES is committed to the values of the Queensland Public Service: customers first; ideas into action; unleash potential; be courageous; and empower people.

Organisational relationships

The Principal Advisor works closely with a number of people including:

- Senior Executives including the Director-General, Senior Director Office of the Director-General and Deputy Directors-General
- Other Senior Executives and senior officers across the department
- Office of the Minister staff
- Other government agencies and external organisations
- Wujal Wujal Aboriginal Shire Council Chief Executive Officer and staff
- Staff providing governance, planning and strategic reporting to the Director-General
- Divisional directorate teams

Customers

The Principal Advisor predominantly works with internal and external customers such as:

- Executive Leadership Team (ELT) members and their direct reports
- Ministerial staff
- Divisional staff in leadership positions
- Key Qld government agencies (particularly those that regularly partner with DES)
- Key external customers and stakeholders of DES

Engagement is undertaken through telephone and email enquiries, attendance at meetings, networks, video and teleconferencing, attendance at workshops, and providing resources and information via the intranet / SharePoint.

Responsibilities

Specific responsibilities of the Principal Advisor are outlined below:

- Provide high level strategic advice, analysis and support on complex policy and operational issues as well as complex, sensitive and confidential submissions and reports.
- Respond to matters on behalf of the Senior Director, Office of the Director-General (ODG) and represent the ODG using high level expertise and discretion in a variety of key departmental and whole-of-Government committees, working parties, project teams and high level forums.
- Liaise and negotiate with executive management and senior officers across the department to ensure the coordinated development of clear, timely and accurate advice to and on behalf of the DG and ELT.
- Develop positive, effective working relationships with staff and senior officers across the department to build the collective capability of the department, drive cultural change and foster innovation.
- Work with the DG and Senior Director, ODG to ensure the provision of sound advice and information to central agencies in Queensland Government, and to a lesser extent, Australian Government agencies.
- Research, analyse data, write and edit correspondence, presentations, reports and submissions on behalf of and/or in conjunction with the DG.
- Maintain currency of knowledge of sector, departmental and corporate and strategic issues to ensure currency and quality of advice to the DG.
- Work with the DG and Senior Director, ODG in their Government Champion capacity to provide support to the Wujal Wujal Aboriginal Shire Council and community.
- Contribute to the department's external and internal communication activities and support regular communication between the DG and staff and external stakeholders.
- Contribute to the preparation of strategic plans, annual reports, and associated documents as well as monitoring and reporting on departmental performance against key targets, objectives and key programs.
- Identify items of business, and prepare submissions as required, for consideration by the DG and ELT.
- Manage governance requirements including the oversight of agendas and Forward Business Lists for ELT

and Minister/DG agendas.

- Act as Disaster Liaison Officer under the departmental Disaster Management Plan.

In addition, all employees are accountable for complying with health and safety policies and procedures, incident and hazard reporting, and safe work practices and actively participating in relevant training and review of activities such as risk assessments.

All employees, both during and after ceasing work with DES, also have an obligation to actively protect and safeguard confidential, sensitive and proprietary information to prevent the unauthorised disclosure of departmental information.

Capabilities

Each role in DES is comprised of leadership, technical, professional and business capabilities. Together, these capabilities define the requirements needed to effectively perform in the required role.

The capabilities below are the key capabilities required for a Principal Advisor (SO) position.

Leadership capabilities

A Principal Advisor (SO) requires the *leadership* capabilities outlined below to be appointed to the role:

Vision:	<ol style="list-style-type: none">1. Understands how team's work aligns to organisational objectives2. Manages ambiguity3. Implements change4. Understands customers' perspectives and works across boundaries5. Drives continuous improvement
Results:	<ol style="list-style-type: none">6. Manages team performance7. Manages internal and external relationships8. Builds team capability9. Inspires individual and team commitment in the pursuit of results
Accountability:	<ol style="list-style-type: none">10. Models professional and ethical behaviour11. Displays rigour in advice12. Applies business management skills13. Commits to personal development

Technical capabilities

A Principal Advisor (SO) will require the following **essential** *technical* capabilities to work effectively in the role:

- Analysis and research skills
- Facilitating change skills
- Knowledge of organisational performance management
- Stakeholder collaboration and partnering
- High-level written communication including the preparation of complex, sensitive materials
- Collaboration
- Issues identification and resolution
- Developing and delivering formal presentations
- Negotiation
- Conceptual skills
- Problem Solving.

The following **desirable** technical capabilities will assist the Principal Advisor (SO) to work effectively in the role:

- Interpretation of legislation, regulations and high level policy
- Writing policy and procedures
- Organisational (i.e. complex scheduling and/or sequencing)
- Correspondence handling process
- Competent with Microsoft Office package.

Professional qualifications and capabilities

There are no mandatory qualifications, accreditations or professional standards or memberships required to be appointed to a Principal Advisor (SO) role.

Business capabilities

Principal Advisors (SO) have level 3 financial delegations and level 3 human resource delegations. It is advantageous for Principal Advisors to have an understanding of:

- Organisational structure, the functions and business of the departments and departments' divisions
- Corporate governance framework
- Performance and development planning
- Recruitment and selection processes and procedures
- Procurement processes and procedures
- Financial processes and procedures (familiar with Financial Reporter System)
- Department's Ministerial and Executive Correspondence System (familiar with MECS)
- Processes and procedures that support cabinet (*The Queensland Government Handbook*)
- Department's Disaster Management Plan
- Whole-of-Government and Departmental policies and procedures
- Relevant legislation under the DES portfolio as well as other State and Commonwealth legislation impacting on DES legislation and operations.

On appointment the department will provide Principal Advisors with mandatory training in order for them to safely and effectively carry out their responsibilities. They will also have opportunities to participate in a range of learning and development options to develop their skills and career options.

Licences

There are no licences that are an essential requirement of the role.

Employment Screening

Employment screening processes may occur when applying for this role. A discipline check for applicants who are working or have previously worked in the public sector may be undertaken.

All applicants to roles in DES are required to declare in writing any criminal history as part of their application process.

Please note that the possession of a criminal record will not automatically exclude an applicant as the nature of the circumstances of any offence/s is taken into consideration.

Career pathways

Entry into any Principal Advisor (SO) role can be achieved by applying for advertised vacancies via the Queensland Government Job board (SmartJobs).

A Principal Advisor (SO) has the opportunity to progress to pay point 3 (SO3) under the Senior Officers – Employment Conditions Public Service Directive.

With the skills developed in a Principal Advisor (SO) role, career options within the department include:

- Executive Director (SES 2)
- Deputy Director-General (SES 3)

All departmental staff have access to 'Expressions of Interest' notices. The 'Expressions of Interest' notices promote temporary opportunities available to staff as development opportunities across the department."

How will you be assessed?

You will be assessed on how you meet the '*Key attributes*' listed in this role description. To ensure that sufficient information is provided to allow an informed assessment to be made, you are required to:

1. Submit an application (refer to the *'How to Apply'* section below)
2. Provide a response outlining your suitability to the position, with specific examples addressing key attributes. Your response should be no more than 2 pages, and
3. Attach your current resume (of no more than 6 pages) including name and contact details of at least one referee who has knowledge of your work (your current supervisor if possible).

The selection panel will assess your ability to perform the work required of the position based on your response and resume and other selection processes which may include an interview and/or work test.

Referees will be contacted to verify the information you provide and to comment on how well you demonstrate the attributes being sought.

How to apply?

Applying online through [Smart jobs and careers](http://www.smartjobs.qld.gov.au), (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 Smart Jobs, 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 Applications Processing Team on (07) 3021 5450 or (07) 3021 5465, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via [Smart jobs and careers](http://www.smartjobs.qld.gov.au), so please allow sufficient 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 Applications Processing Team on the numbers provided above to arrange this.

Hand delivered applications will not be accepted.

Salary and entitlements

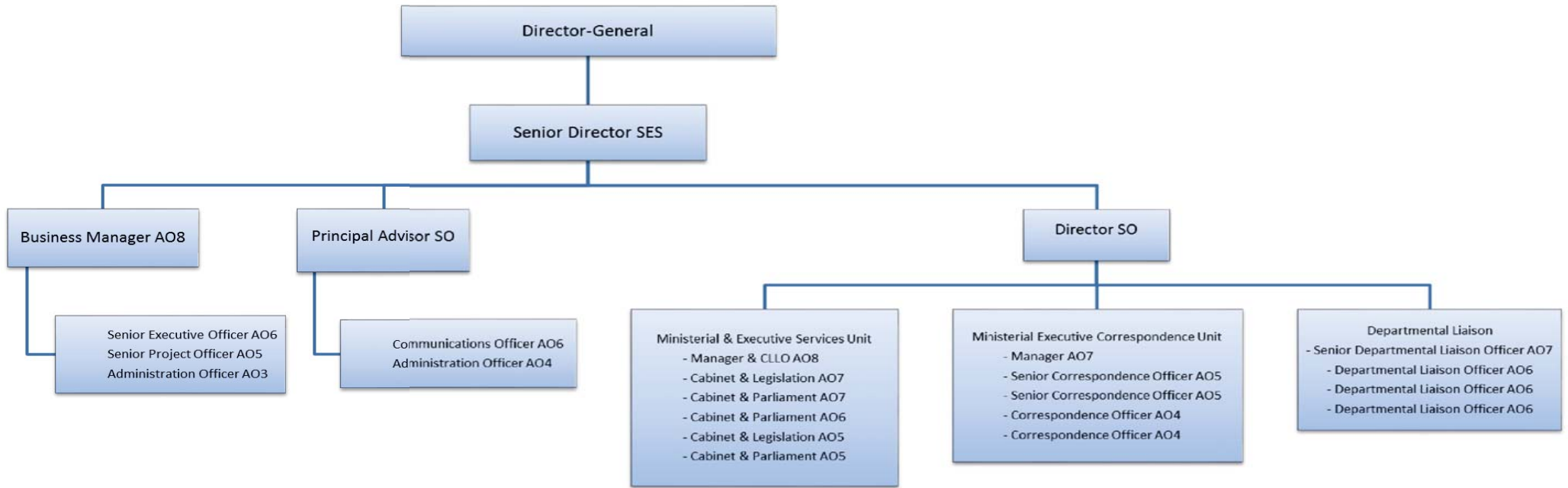
- For details on the salary range visit [Salary Schedule](#)
- For details on the minimum terms and conditions of employment please see the [Employment Information Statement](#).
- Employees have access to a range of entitlements and benefits including:
 - Four weeks annual leave
 - annual salary increases (increments) based on performance within the current classification
 - flexible work practices
 - salary packaging
 - superannuation
- Employment conditions for officers at the SO level are outlined in the Public Service Commission Chief Executive Directive: Senior Officers – Employment Conditions

For further information on benefits and conditions offered by the Department of Environment and Science (DES) visit [Working for DES](#).

Approved: 28/08/2015
Reviewed: April 2018
DES ID: 201566
Version: 1.2

Organisational structure

Office of the Director-General



Role Profile

Role: Principal Advisor

Division: Office of the Director-General

Classification stream: Senior Officer SO

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- Wujal Wujal Aboriginal Shire Council CEO and staff
- Staff providing governance, planning and strategic reporting to the Director-General
- Divisional directorate teams

Customers

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- Executive Management Team (EMT) members and their direct reports
- Ministerial staff
- Divisional staff in leadership positions
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- Develop positive, effective working relationships with staff and senior officers across the department to build the collective capability of the department, drive cultural change and foster innovation.
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Salary and entitlements

- For details on the salary range visit [Salary Schedule](#)
- For details on the minimum terms and conditions of employment please see the [Employment Information Statement](#).
- Employees have access to a range of entitlements and benefits including:
 - Four weeks annual leave
 - annual salary increases (increments) based on performance within the current classification
 - flexible work practices
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