



## Role description

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Position title:	Graduate Policy Officer	Job Ad Ref (JAR): QLD/142242
Type of vacancy:	Permanent, full-time	Closing date: 15 September 2014
Division/Business group:	Department of Agriculture, Fisheries and Forestry (DAFF), Fisheries Queensland, Regulatory Reform and Assessment	Location: Brisbane
Classification:	A03	Contact officer: Jenny Keys Phone : (07) 3087 8051 Salary range: \$54,451 - \$60,718 per annum

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The Graduate Policy Officer role is suitable for graduates with a university qualification in a range of disciplines including **public policy, natural resource management, law or economics**.

### About the department

The Department of Agriculture, Fisheries and Forestry (DAFF) vision is for efficient, innovative, resilient and profitable agriculture, fisheries and forestry industries for Queensland that thrive for the long term. The department contributes to the government's objective of growing a four-pillar economy and aims to double Queensland's agricultural production by 2040.

DAFF employs about 2000 people across Queensland in areas including policy development, leading-edge science, Biosecurity, fisheries and forestry management, trade and export.

**Fisheries Queensland** leads development of the policy framework to protect and conserve fisheries resources, while maintaining profitable commercial and enjoyable recreational fishing sectors.

Further information is available from the department's website at [www.daff.qld.gov.au](http://www.daff.qld.gov.au) and on Fisheries social media channels below:

<https://www.facebook.com/FisheriesQueensland>

<https://www.youtube.com/user/fisheriesqld>

<https://twitter.com/fisheriesQLD>

### About this role

As a graduate in Fisheries Queensland, you will work with experienced officers in the development and implementation of strategic and operational fisheries policy and legislative arrangements.

You will be responsible for:

- Assisting in the research and preparation of high quality correspondence, reports, submissions, briefings notes and other associated correspondence on a range of policy issues
- Assisting in the creation, review and updating of Fisheries Queensland policies ensuring they reflect departmental standards and are catalogued for web.

- Undertaking additional projects and activities as required and self-organise work flow priorities and projects to ensure outcomes are met.
- Helping liaise with government agencies, community groups and industry on policy issues
- Exercising judgement to effectively coordinate client requirements and competing team priorities
- Participating in departmental planning activities and discussions
- General correspondence and administration tasks as required.

## Key attributes

Within the context of the duties described above, the ideal applicant is someone who can:

- Applies rigorous process and logic to solve difficult problems and find effective solutions. **(Problem Solving)**
- Build rapport to establish constructive, effective and positive working relationships with people at all organisational levels. **(Interpersonal savvy)**
- Consistently delivers on goals and objectives set by themselves and by others. **(Drive for results)**
- Writes clearly and succinctly in a variety of communication styles to convey messages that will achieve a desired effect. **(Written Communications)**
- Utilises time efficiently by prioritising a broad range of tasks and focusing on key issues. **(Priority Setting)**

## The Greater Graduate Program

The Greater Graduate Program enables you to further develop your university learning with exposure to real, relevant, practical work that will enrich your experience with us. Our program will offer you:

- a structured 12-month training and development program
- a supportive environment to develop your skills and knowledge
- regular performance and development planning
- professional networking opportunities and membership with the graduate alumni
- an assigned buddy to help you transition from study to corporate life
- opportunities to work with cutting-edge science and technology
- flexible working conditions that suit your lifestyle.

The development program commences in February 2015. Successful graduates are therefore required to commence employment with the department no later than January 2015.

## Mandatory requirements

### Qualifications

To be eligible for this role you must have completed a minimum Bachelor degree since December 2012 or are due to graduate at the end of the 2014 Australian academic year. This includes post-graduate qualifications such as, Graduate Diplomas, Graduate Certificates, or Masters.

We are interested in graduates with a qualification in **public policy, natural resource management, law or economics**.

If your qualification is from an overseas institution, you will need to be assessed by [Overseas Qualifications Services](#) and attach a certified assessment to your application.

#### **Citizenship/visa**

See 'eligibility' criteria on the [Greater Graduate Program web page](#).

#### **Additional factors**

Your application will remain current for up to 12 months and you may be contacted regarding other vacancies.

DAFF is an equal opportunity employer. We support and recognise the value of a diverse workforce and encourage applicants in all areas of our culturally diverse society to consider a career with us.

#### **Online application process**

1. If you haven't already, you must complete the online application form on the graduate portal [www.graduates.qld.gov.au](http://www.graduates.qld.gov.au)
2. Upload your current resume and academic transcript (a maximum of three files only) using the online system. The Portal now allows you to edit your application, once, should you wish to update your details.
3. Graduates with an eligible application in the Portal by **close of business 15 September 2014** will be emailed with instructions on how to apply for each role.