

# INVESTED IN QUEENSLAND

## Program Support Officer

<b>Status</b>	Flexible full-time Temporary to 31 January 2021 with possible extension	<b>Closing date</b>	COB Monday 27 July 2020
<b>Organisation</b>	Manufacturing, Industry and Regions/Regional Development/North/North West Regional Office Department of State Development, Tourism and Innovation	<b>Contact</b>	Graham Locke
<b>Location</b>	Mount Isa	<b>Telephone</b>	07 4747 3902
<b>Classification</b>	AO2	<b>Apply via Email</b>	<a href="mailto:graham.locke@dsdmip.qld.gov.au">graham.locke@dsdmip.qld.gov.au</a>

DSDTI is an inclusive organisation. We value and respect differences and the diversity of thought and experiences they bring. We encourage applicants representing all genders, ethnicities, ages, languages, sexual orientations, and people with disability, family responsibilities to apply.

## Your opportunity

As a team member of Regional Development this is your opportunity to contribute to services provided by the department in the region including economic development activities and other departmental priorities.

By joining the Queensland public sector, you will contribute to better outcomes for Queenslanders by implementing the policies, priorities, services or programs of the elected government.

## Your team – Manufacturing, Industry and Regions

The Manufacturing, Industry and Regions (MIR) Group is responsible for implementing the regional and industry elements of the Queensland economic strategy, and for developing and driving the execution of industry roadmaps for the priority sectors that are identified in the strategy. This includes support for manufacturing, defence, aerospace, biofutures, biomedical, and mining engineering and technology services.

MIR's Regional Development teams across the state coordinate the delivery of initiatives such as departmental programs and workshops, to link industry and regional business and grow regional supply chains. The group

engages with regional stakeholders and works with regional economic development partners to support and advocate for the strategic delivery of regional economic priorities. It also coordinates state and local government responses to adverse events.

## Regional Development/North

Regional Development contributes to achieving the following departmental objectives/strategies:

- Creating a diverse, productive and sustainable economy for a fairer Queensland
  - Develop growth strategies and provide support for emerging industries with high-growth potential
  - Support traditional and transitioning industries to maintain and increase productivity
  - Build the economic capacity and capability of regional and disadvantaged communities
- Enabling the development of public and private infrastructure projects that provide enduring benefits
  - Provide funding support for critical infrastructure in regional areas
- Creating well-planned Queensland communities that are prosperous, resilient and sustainable
  - Lead economic recovery efforts following adverse events.

## Your contribution

- Provide support for general and financial administration systems, corporate management systems, office processes and Ministerial business systems and registers including:
  - file creation, maintenance, security, storage and retrieval requirements
  - recording of monthly statistics
  - building maintenance procedures
  - resource booking procedures
  - purchasing activities
  - engagement and overseeing of outside contractors
  - coordination and booking of travel
- Maintain confidentiality and security of data and resources
- Provide customer support services including the preparation and coordination of executive correspondence and reports, including ministerial correspondence, work instructions and procedures, departmental memoranda, letters, work plans, and business plans
- Undertake administrative procedures associated with regional economic development activities, including support to key regional stakeholder relationships and priority projects
- Work effectively as part of a team
- Demonstrate commitment to the Department's core values of strong customer service, teamwork, open communication, leadership and innovation
- Perform other tasks as required by the Regional Director, Manager and team members.

## What we are looking for

You will be assessed on your capability and capacity for the following in the context of the role accountabilities set out above.

- **Supports strategic direction**—Understands the work environment and contributes to the development of work plans and team goals. Demonstrates an awareness of issues that may impact on designated work tasks
- **Achieves results**—Sees tasks through to completion. Works within agreed priorities, works independently on routine tasks and accepts more challenging tasks. Maintains accurate records and files. Seeks feedback from supervisor to gauge satisfaction and seeks assistance when required.

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- **Supports productive working relationships**—Actively listens to colleagues and clients. Shares information and contributes to team discussions. Works closely with team members to achieve results and operates as an effective team member
- **Displays personal drive and integrity**—Works as directed to achieve objectives, even in difficult circumstances. Remains positive and responds to pressure in a calm manner
- **Communicates with influence**—Communicates messages clearly and concisely. Focuses on key points and uses appropriate language. Structures written and oral communication, so it is easy to follow.

We are also looking for people who will live our values and who are open to change. We manage a mobile, flexible and agile workforce to support service delivery and professional development. Changing organisational needs may mean that employees take on other roles as needed. Please also note that the position description is indicative and may change to reflect the department's objectives and priorities, activities or role focus.

## Our department

At the Department of State Development, Tourism and Innovation (DSDTI) we are invested in Queensland. Our vision is to create a thriving and inclusive Queensland, where the economy, industry and communities prosper. We work to improve productivity and provide opportunities for all Queenslanders so that they can enjoy a better quality of life. We do this by striving to:



Lead economic strategy

Lead a coordinated and strategic approach to Queensland's medium to long-term economic development



Diversify the economy

Attract and stimulate investment in Queensland to grow the economy and create secure, long-term jobs



Attract investment

Create a diverse, productive and sustainable economy for a fairer Queensland



Enable infrastructure

Enable the development of public and private infrastructure projects that provide enduring benefits



Create thriving communities

Create well-planned Queensland communities that are prosperous, resilient and sustainable.

Find out how we're invested in growing Queensland at [qld.gov.au/investedinqld](http://qld.gov.au/investedinqld)

## Working with us

We are invested in our people: we know that they are key to achieving our vision for Queensland. We are committed to creating a thriving and inclusive workplace, where people are respected, have the opportunity to fulfil their potential, and deliver the best possible outcomes. We achieve this by creating a diverse workforce and by **living our values**, which enable us to harness our strengths and deliver better outcomes for Queensland.



CUSTOMERS FIRST



EMPOWER PEOPLE



UNLEASH POTENTIAL



BE COURAGEOUS



IDEAS INTO ACTION



COLLABORATE

With collaborative working at the core of our organisation, we recognise the power of diversity to broaden perspectives and improve outcomes. We value, respect, include and empower all people so that everyone feels able to bring their whole selves to work.

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As public servants we are committed to the highest ethical, professional and service standards in the delivery of outcomes for the people of Queensland. We are proudly a White Ribbon Australia accredited workplace. We are committed to preventing violence and supporting employees affected by domestic and family violence (DFV).

## Your employee benefits

Your employment experience will include:

- competitive salary and superannuation, including up to 12.75 per cent employer superannuation contributions
- generous leave entitlements, including leave loading up to 17.5 per cent (and five weeks' leave and 14 per cent leave loading for employees in Far North Queensland)
- a range of salary packaging options
- opportunities for professional development
- a genuine focus on employee health and wellbeing
- flexible work hours and work arrangements (where it does not conflict with operational requirements)
- an environment that genuinely values diversity and cultural capability and is an equal opportunity employer.

## How to apply

Please provide the following information to the panel to assess your suitability:

- a one-page response to 'What we are looking for', keeping in mind the responsibilities of the role
- a current résumé of no more than three pages
- two referees from the last two years, who have a thorough knowledge of your work performance and conduct. Please ensure that one of the referees is your current or immediate past supervisor.

Please apply via email to [graham.locke@dsgmip.qld.gov.au](mailto:graham.locke@dsgmip.qld.gov.au)

Hand delivered applications will not be accepted.

## About the recruitment process

- Applications remain current for 12 months and may be used to recruit to recurring and similar vacancies
- A probationary period of three months applies to external appointees unless otherwise agreed in writing
- Applications from recruitment agencies will not be accepted
- Criminal history and due diligence checks may be undertaken on preferred applicant(s), depending on the nature of the positions and the responsibilities of the role. If we receive information that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.

## Applicant responsibilities

- All recommended applicants will be required to disclose any serious disciplinary action taken against them in public sector employment
- Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding two years.