

Administration Officer, AO2

Environmental Policy and Programs

Duration	Temporary until 31 December 2020	Closing Date	Tuesday, 14 May 2019
Type of appointment	Flexible Full-Time	Location	Brisbane
Contact	Jake Ross, HR Officer, 3181 2490		

The Department of Environment and Science

The Department of Environment and Science (DES) recognises the enormous value a clean environment, innovative society and economy, and vibrant culture makes to Queenslanders' lives. As a diverse organisation, the department brings together environment, heritage protection, national parks, science and arts functions to help achieve government objectives for a better Queensland.

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

At DES we recognise, respect and value First Nations people and cultures. We are progressing self-determination by recognising the rights and interests of First Nations people. We are investing in a culturally connected and agile organisation, with the skills and experience we need to support better outcomes for First Nations people. We are taking action in fundamental areas like employment and procurement, and by building strong and sustainable partnerships with First Nations organisations and communities. We are focused on working with First Nations people to improve service design and delivery, knowing that this will deliver better outcomes for all of Queensland.

More information on the department's functions, focus and the type of organisation we are, can be found on the [website](#).

Your contribution:

As an Administration Officer in the Environmental Policy and Programs division you will be, performing a range of tasks which may include providing administration service delivery, finance, human resources, assets management, procurement and facilities support to the branch and work units.

Your role: The Administration Officer, (AO2) is a role in which you will:

- Prepare and edit documents on Microsoft word and excel.
- Book rooms, arrange meetings and organise events through Outlook.
- Undertake data entry and basic reporting and respond to enquiries by email, phone and face to face.
- Provide administrative support duties to other staff as required
- Maintain and update databases and other information systems.
- Foster a workplace culture that supports and promotes the interests of First Nations people and actively engage through our work to contribute to better outcomes for First Nations people.

What we are looking for:

We'll assess your merit for this role by looking at what you've done previously – the knowledge, skills and experience you've built, your potential for development, and your personal qualities. This position requires:

- ability to organise your time to meet deadlines
- ability to communicate with people from all age groups and from different backgrounds
- experience with computers including utilising Microsoft programs (Excel, PowerPoint, Word, Outlook).
- ability to follow directions provided by a supervisor.

First Nations Gap Year Program

Every staff member is expected to role model leadership behaviours. The workforce capability success profile of Individual Contributor (<https://www.forgov.qld.gov.au/individual-success-profile>) outlines the leadership capabilities required for this position.

Indigenous Identified Position

This position is designated as Indigenous Identified. Under section 25 of the *Anti-Discrimination Act 1991 (QLD)*, it is a genuine occupational requirement for the incumbent to be an Aboriginal and/or Torres Strait Islander person. An Aboriginal and/or Torres Strait Islander person is one who:

- Identifies as an Aboriginal and/or Torres Strait Islander person and either
- Is of Aboriginal and/or Torres Strait Islander descent; or
- Is accepted as an Aboriginal and/or Torres Strait Islander by the Aboriginal and/or Torres Strait Islander community in which he or she lives.

Benefits and Conditions

For a full list of benefits and conditions that come with this role please see our departmental website:

<https://www.des.qld.gov.au/our-department/employment/working-for-the-dept/#section-benefits-and-conditions>

How to apply

Please complete the program application form and email it to graduateprogram@des.qld.gov.au before **14 May 2019**.

To allow the selection panel to confirm that you are eligible to be considered for this Indigenous Identified role, the panel may either:

- Accept your written assertion that you are Aboriginal and/or Torres Strait Islander descent; or
- Obtain from you, as part of your formal application, documentary evidence attesting to your Aboriginal and/or Torres Strait Islander descent. Full details and a Statutory Declaration are available in the *Commission Chief Executive Guideline 2/13: Evidence of Attribute - Aboriginal and/or Torres Strait Islander Identified Roles* <http://www.forgov.qld.gov.au/documents/guideline/evidence-attribute-aboriginal-andor-torres-strait-islander-identified-roles>.
- Applicants must also nominate (or provide written reference from) an Aboriginal person or a Torres Strait Islander person who can attest to their knowledge, skills or experience to demonstrate cultural capabilities as required. This person may be a community member, supervisor or work colleague.

The selection panel will assess your ability to perform the work required of the position based on your application and other selection processes which may include an informal interview.

Additional Information

- If you need any additional support or reasonable adjustments during the recruitment process in order to ensure you can demonstrate your ability to meet the inherent requirements of the role please contact jake.ross@des.qld.gov.au.
- Criminal history checks may be undertaken on the recommended applicant(s). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment with the Department of the Environment and Science. If information is received 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.
- If you are the recommended applicant you will be required to disclose any serious disciplinary action taken against you in public sector employment.
- If you are the successful applicant, the department will work with you to ensure reasonable adjustments are made in the workplace to enable you to work safely and productively.
- A probationary period of three months will apply to external appointees.
- All newly-appointed public service employees are obliged to provide their chief executive with a disclosure of employment as a lobbyist in the previous two years.