

Role Description

Project Officer, Language Centre (Identified)

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.

181154

Content

Manager No.

19/72019

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools

Location

Nominated location

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 Project Officer, Language Centre (Identified), you will:

- Oversee the development, implementation and monitoring of the Language Centre, including planning and coordination of the various activities associated with achieving the project objectives.
- Coordinate the development, implementation and monitoring of project plans and phases, including the coordination of various activities associated with achieving the project objectives.

The Project Officer, Language Centre (Identified) reports to the School Principal or nominated delegate.

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 all aspects of project management including scope, time, cost, procurement, quality, risk, human resource and communication management ensuring alignment with the strategic direction of the college/school.
- Undertake planning, consultation and research to ensure best practice approaches to the design, implementation and evaluation of projects being managed.
- Develop innovative and effective strategies to build relationships, communicate and partner with key stakeholders, clients and external suppliers/vendors to ensure solutions are aligned to business requirements.
- Maintain best practice in service delivery and support through the maintenance of currency of knowledge with the latest technologies being offered and undertake specific research and investigations to identify potential benefits for the school.



- Apply innovative techniques to resolve technical and other issues that improve productivity and client services.
- Attend meetings with departmental officers to discuss, evaluate and revise systems and procedures.
- Manage the Language Centre resources including any software licences to ensure all assets are recorded and accounted for in line with departmental policy, including undertaking periodic audits and equipment stocktakes.
- Adhere to quality assurance policies and procedures and government standards and contribute to the development of documentation for operational infrastructure changes and new initiatives.
- Manage and support the school environment by proactively sharing knowledge with officers through informal interchange, workshops, documentation, as well as mentoring and coaching of staff.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- For this position, it is a genuine occupational requirement that it be filled by an Aboriginal person or a Torres Strait Islander person as set out in Section 7 of the *Anti Discrimination Act 1991* for the purposes contained in Section 25 of that Act.

Verification of Aboriginality and/or Torres Strait Island heritage

- For administrative purposes, in relation to an Aboriginal and/or Torres Strait Islander identified role, an Aboriginal and/or Torres Strait Islander person is a person who identifies as an Aboriginal and/or Torres Strait Islander person and is either:
 - of Aboriginal and/or Torres Strait Islander descent; **or**
 - accepted as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which he or she lives.
- By definition a person who is not an Aboriginal and/or Torres Strait Islander cannot be employed (on any basis) to perform the duties of an Aboriginal and/or Torres Strait Islander identified role.
- Applicants to this position **may have** to provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.
- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

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.