



GOVERNMENT HOUSE
QUEENSLAND

POSITION DESCRIPTION

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Designation	Governance and Projects Officer
Location	Office of the Governor Government House 168 Fernberg Road Paddington QLD 4064
Postal Address	Office of the Governor GPO Box 434 BRISBANE QLD 4001
Website Address	http://www.govhouse.qld.gov.au/
Classification	A06 Level (Equivalent)
Term	Contract appointment – initially for three years (subject to a security check and six month probation) with extension by mutual agreement.
Reports to	Chief Financial and Governance Officer
Date of Review	June 2021
Job Ad Reference	XXX/XX
Closing Date	26 July 2021

ORGANISATIONAL ENVIRONMENT

The Office of the Governor exists to provide executive, personal, administrative and logistic support to the Governor and to manage Government House and the Government House Estate. This support enables the Governor to exercise statutory and constitutional responsibilities and to fulfil the constitutional, ceremonial, and community duties of office.

The Office of the Governor comprises an Executive and Corporate area and three functional areas: Program, Facilities & Operations, and Hospitality. The functional areas are overseen by the Deputy Official Secretary (DOS) who is responsible to the Official Secretary (OS) for the operations of Government House and the delivery of the Governor's program. The Office has a number of matrix management structures that enable effective delivery of the Governor's program, principal amongst them is the Executive Management Group (EMG) comprising OS, DOS and Chief Financial and Governance Officer (CFGO).

The Official Secretary is the Chief Executive and Accountable Officer for the Office of the Governor and principal advisor to the Governor on constitutional, ceremonial and community duties.

An employee joining this environment acknowledges and agrees that the employee's duties will be undertaken within a unique environment and that it is an inherent requirement of the engagement that the employee must have and maintain the trust and confidence of the Official Secretary at all times.

PURPOSE OF THE POSITION

This position supports the Chief Financial and Governance Officer to provide advice and delivery of key corporate policy, management, governance, finance and project functions within the Office of the Governor.

REPORTING ARRANGEMENTS

Working closely with the Executive Management Group, this role is ultimately accountable to the Official Secretary but reports on a day to day basis to the Chief Financial and Governance Officer.

SUPERVISORY RESPONSIBILITIES

NIL

DELEGATIONS AND AUTHORITY

NIL

DUTIES

- Support and deliver office corporate planning and reporting responsibilities including annual report, quarterly reports, office performance analysis, strategic and operational planning processes;
- Develop and coordinate a contemporary portfolio of policy and Standard Operating Procedures required for the efficient and effective functioning of the Office of the Governor;
- Support and deliver office financial planning and reporting responsibilities including support the preparation of the annual budget, quarterly report forecast updates and ad hoc financial analysis and reporting to support Finance and Governance;
- Coordinate and oversee a range of Supplier/Service contracts and MOUs which relate to corporate functions;
- Administer and oversee the development of the Staff Core Training Program and arrange the delivery of training as required;
- Provide project management advice and coordination of the delivery of significant projects across the Office of the Governor;
- Develop and leverage a continuous improvement capability which will support the Executive Management Team to deliver service, cost, risk and process improvements.
- Support and participation in key internal and external planning meetings and programmed meetings as required;

- Participate in all Office of the Governor core training programs, training and development activities specific to the position; and
- As required, perform any other duties that are reasonable and lawful as directed.

SELECTION CRITERIA

- Demonstrated capability to maintain and develop corporate governance frameworks such as strategic and operational planning.
- Proven ability to perform financial planning and reporting responsibilities, including the preparation and analysis of financial information.
- Demonstrated project planning and implementation capabilities that align with strategic and operational objectives.
- Well developed organizational skills and attention to detail in order to deliver quality outcomes in a high pressure and constantly changing environment.
- Highly developed written and oral communication skills in order to effectively relate across diverse teams.
- Highly developed stakeholder engagement capabilities with the ability to build and maintain collaborative and trusting relationships with a range of internal and external stakeholders.
- Well developed conceptual and analytical skills in order to contribute to the effective development and delivery of corporate policy and performance.
- Competent in the use of the Microsoft Office products, in particular techniques for sophisticated data analysis and reporting.
- Experience with customer relationship management (CRM), document and records management (TRIM) applications is highly desirable.
- Relevant degree in a business management discipline with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training in a similar position.

ADDITIONAL INFORMATION

The Office of the Governor is committed to equal opportunity in employment.

Applicants will be subject to a Police criminal history check and the successful applicant required to sign a statement of confidentiality.

A non-smoking policy operates in the workplace.

For further information about this position contact Lyndon de Clercq at Office of the Governor on (07) 3858 5700.

HOW TO APPLY

To apply you should:

- Apply online at www.smartjobs.qld.gov.au
- Include your current CV which includes the names of at least two referees with recent knowledge of your work
- Provide a brief statement of no more than 2 pages describing why you consider yourself a suitable candidate for the position.