



OFFICE OF THE GOVERNOR

**Role type**

Permanent, full-time

**Salary**

\$4,437 to \$4,738 per fortnight
\$115,758 to 123,273 per annum

**Location**

Government House Queensland,
Paddington

**Contact**

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**Job ad reference**

[Smart Jobs to insert]

**Closing date**

[to be inserted]

Working relationships

Reports to: Director Corporate Services

Direct reports: Nil

Team size: 10

About us

As an independent entity, the Office of the Governor provides best practice, quality advice and support to the role of the Governor and provides efficient and effective stewardship of the Government House Estate.

Our team

Corporate Services manages and coordinates the Office's governance, business systems and process improvement, human resources, and administrative support.

Our values

Flexibility – we strive for continuous improvement, innovation, learn from experience and are agile and resilient.

Leadership – we will assume responsibility and foster participation.

Teamwork – we achieve more and produce better results when we work as a team.

Integrity – we value honesty, authenticity, diligence and discretion in all our activities.

Respect – we value diversity and what it can contribute.

Communication – we communicate effectively and share knowledge to promote harmony and trust.

Governance and Projects Officer (AO6)

The Governance and Projects Officer (GPO) provides support and expert guidance in developing and implementing comprehensive governance strategies, policies, and practices for the Office of the Governor (Office). The role works with key stakeholders to ensure the Office's compliance with legislative and governance obligations and the delivery of key reports.

As the GPO you will provide specialist advice and manage the Office's governance processes. The GPO contributes to ensuring alignment of the Office's work practices with the organisation's strategic goals, driving positive work outcomes.

Key accountabilities

Compliance and risk management:

Ensure the Office complies with laws, regulations, and industry standards; stay informed about changes in governance practices, regulations, and government directives to ensure compliance.

Supports the Leadership Team in identifying, assessing, and managing organisational risks; maintains registers (e.g., risk, conflict of interest, and compliance registers).

Corporate governance support and reporting:

Compile monthly leadership reports, attend meetings and provide secretariat support; schedule and coordinate the Office's Strategic Annual Strategic Planning cycle, maintain oversight of the Office's committees and meetings. Provide committees and Leadership Team with advice on governance best practices and legislative obligations.

Manage confidential and sensitive information securely; ensure the proper documentation and record keeping of governance activities and decisions.

Policy development and management:

Collaborate with stakeholders in the development of a contemporary portfolio of Policies, Frameworks and Operating Procedures that support the efficient and effective functioning of the Office; support the Principal Human Resources Advisor in creating and implementing HR-specific policies and frameworks that align with organisational goals.

Stakeholder engagement:

Liaise with internal and external stakeholders on governance matters.

Support the training and education of staff on governance and compliance topics.

Continuous improvement and strategic alignment:

Support the Leadership Group to analyse organisational data and metrics to identify trends, issues and opportunities for improvement; provide strategic recommendations to align the Office's performance with its goals and objectives.

Develop a continuous improvement capability to assist the Leadership Team in enhancing service delivery, risk management, fiscal responsibility, and operational processes.

Ethics and integrity oversight:

Promote a culture of ethical behaviour within the organisation; support the embedding of the Office's Leadership Charter into all aspects of the Office's operations.



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Role requirements

What we are looking for

Demonstrated comprehensive corporate governance knowledge and ability to swiftly learn relevant legislation, industrial frameworks, and policies and apply this expertise effectively in a complex organisational context.

Ability to align the Office's governance strategy with its strategic objectives and operational decision making and act as a trusted advisor to the leadership team.

Ability to assist the Principal Human Resources Advisor to develop strategic HR responses to tackle workforce issues and support organisational goals

Demonstrated strong consultative and relationship management skills to build, influence, and maintain effective partnerships with staff and stakeholders.

Excellent interpersonal and written communication skills to influence and negotiate, build rapport, actively listen, and ensure solutions align with business needs.

Demonstrated ability to provide impartial, evidence-based advice, constructively challenge issues and justify positions when questioned, and take initiative and personal responsibility to meet objectives and deliver tangible results.

Qualifications Technical/educational

A relevant degree and experience in a business management discipline, or an equivalent combination of relevant experience and/or education/training in a similar position.

Other

The nature of this role may on require work to be performed outside standard business hours. When required, such work will be focused on responding to emergent corporate and administrative support issues that could affect the Governor's ability to fulfil constitutional, ceremonial, and civic duties.

Behavioural competencies required

The Office is committed to leadership at all levels. You will be required to display the following leadership behaviours:

Communication - Communicate effectively and professionally with stakeholders, using appropriate modes and styles to suit the context and audience.

Plan and organise – Plan, prioritise, and manage tasks and projects to achieve high-quality results, anticipating and mitigating potential issues and risks to deliver accurate, high-quality administrative outcomes.

Problem-solving and embracing change – Analyse problems and generate sound and logical solutions. Seek out and implement new and better ways of doing things to enhance delivery and performance. Support others to embrace new ideas and opportunities.

Build enduring relationships – Proactively build effective working relationships with key stakeholders and facilitate cross-functional collaboration to encourage the mutual exchange of ideas, data, and information, engaging staff and stakeholders as active contributors.

Drive accountability and outcomes- Actively role model accountability and nurture a culture that inspires collaborative, courageous and committed delivery of quality outcomes aligned to the Office's strategic objectives.

Guideline for Applicants

How to apply

You can apply for this role by providing a letter of no more than two pages outlining your interest in and capability of performing the role and your resume (three to four pages recommended) via the Smart jobs and careers website at www.smartjobs.qld.gov.au

If you experience any difficulties submitting your application:

- Prior to closing – contact 13 QGOV (13 74 68)
- After closing – contact the person on this role description.

Further information

Further information about the Office of the Governor and the recruitment and selection process can be found in the accompanying Applicant Guide.