



GOVERNMENT HOUSE
QUEENSLAND

POSITION DESCRIPTION

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Designation:	Aide
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
Classification:	A05 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:	Strategic Program and Protocol Manager
Date of Review:	September 2022

ORGANISATIONAL ENVIRONMENT

The Office of the Governor exists to provide executive, personal, administrative and logistical support to the Governor and to manage Government House and the Government House Estate. This support enables the Governor to exercise the statutory and constitutional responsibilities and to fulfil the official, ceremonial, and civic 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 Team comprising OS, DOS and Chief Financial and Governance Officer (CFG0).

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 and sometimes high-pressure environment.

PURPOSE OF THE POSITION

The Aide provides immediate administration and personal support to the Governor and his/her Spouse, and coordinates the Governor and Spouse program of internally hosted and externally attended functions and events.

Conditions OF THE POSITION

The following conditions apply to the Aide position:

- The Office of the Governor will, in addition to salary and superannuation, provide the appointee with:
 - an additional 15% allowance for irregular hours and weekend work
 - An annual clothing allowance (\$1500)
 - An annual dry cleaning allowance (\$780)
 - And the provision of overnight accommodation on the estate during periods of extended work hours
- The Aide can expect to work in a small team environment of 3 fulltime Aides and supported by 8 Honorary Aides-de-Camp.
- The Aide can expect to partake in required Office of the Governor, and Aide specific Professional Development and Training.
- The Aide will be required to abide by the Office of the Governor's Code of Conduct and Leadership Charter.
- Adhere to the Aide Support Team rostering principles.
- Expect to plan and attend *all* allocated programmed activities in his/her rostered period.
- The Aide can expect that they will be required to support Regional, Interstate and International Visits as programmed.

SUPERVISORY RESPONSIBILITIES

The Aide has no direct Supervisory responsibilities. The Aide is, however, responsible for delivering the function briefing to the Honorary Aides-de-Camp prior to official engagements of the Governor and his/her Spouse for which the Honorary Aide-de-Camp is supporting.

DELEGATIONS AND AUTHORITY

The Aide is authorised to purchase supplies and services within the financial delegation as set by the Official Secretary and in accordance with the Office of the Governor purchasing policies and guidelines.

DUTIES

Working within a 7 day rostered environment, as the Aide, you are required to support the Governor; including when fulfilling Administrator duties; his/her Spouse, Acting/Deputy Governor's, and the Office of the Governor with duties including:

- Responsible for the event planning, management and successful delivery of all rostered internal and external events on the Governor and Spouse Program.
- Liaise with host organisations about the Governor and his/her Spouse's attendance to allocated external events, including protocol arrangements and other requirements relevant to the Governor and his/her Spouse's attendance.
- Liaise with the Deputy Official Secretary and Office of the Governor Business Unit Managers to coordinate staff in support of the Governor and Spouse Program of daily activities and commitments.
- Assist with the preparation of guest lists, responses, venue layouts, seating plans, programs, entertainment and supporting briefs as required.
- Prepare accurate and timely documentation in support of the Governor and Spouse Program, including daily programs, function briefs, detailed briefs, travel itineraries, letters of thanks, budget estimates and other general correspondence. Coordinate input from other Business Units as required.
- Coordinate the function-specific tasking of Honorary Aides-de-Camp supporting events.
- Attend the Governor and his/her Spouse during all allocated official engagements including management of travel arrangements and financial matters and accompanying the Governor and his/her Spouse as required.
- Greet and present callers, official guests and other visitors to Government House and assist with school visits and other group tours of the Estate.
- Provide and coordinate immediate administrative and personal support to the Governor and his/her Spouse as required.

In addition to duties listed above, as a member of the Aide team:

- Actively engage in identifying and supporting continuous process improvement initiatives.
- Maintain accurate records of the Governor and Spouse Program in keeping with the Office of the Governor's record keeping and financial management policies.
- Support the Strategic Program and Protocol Manager in the business and strategic planning activities of the Unit.
- Support the Strategic Program and Protocol Manager with Quarterly and

Annual Reporting requirements.

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

SELECTION CRITERIA

- Relevant degree in an events, marketing, business management or related discipline with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training in a similar position in either the public or private sector.
- Demonstrated ability to work both independently and as an effective member in a broader team environment in order to meet tight deadlines, manage workflows and competing priorities.
- Demonstrated ability to cultivate productive working relationships through the nurturing of the Office of the Governor core-values and principles; and highly developed stakeholder engagement and consultation skills, including the ability to establish networks and liaise with a range of clients to deliver successful outcomes.
- Demonstrated ability to develop creative solutions and options to resolve issues, including the capacity to exercise initiative and sound judgement in making decisions.
- Highly developed written communication capabilities, ability to research, analyse and develop accurate and reliable communication outputs to a high standard responding to the needs of the target audience and timeframes.
- Demonstrated knowledge or the ability to rapidly acquire knowledge of protocol procedures relevant to the role and official functions of the Governor of Queensland.
- Demonstrated personal drive, dedication and integrity.
- Ability to travel extensively and to work non-standard hours within a 7 day roster is mandatory.
- Excellent well-groomed professional presentation and appearance.
- Competent in the use of Microsoft Office products. Experience with customer relationship management (CRM), document and records management (TRIM) applications is highly desirable.

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.
It is a requirement that all employees are fully vaccinated against COVID-19.

HOW TO APPLY

To enable us to assess your merit, you should:

- apply online at www.smartjobs.qld.gov.au
- include your **current resume**
- provide a **brief statement** of no more than 2 pages describing why you consider yourself a suitable candidate for the position.

Applying online through the Smart jobs and careers website www.smartjobs.qld.gov.au is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'Smartjob' account before submitting your online application.

By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application as required.

If you experience any technical difficulties when accessing www.smartjobs.qld.gov.au please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online, please contact the Applications Processing Team on (07) 3021 5465 or (07) 3021 5450, between 9 am and 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via the Smart jobs and careers web site, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection panel for a late application to be considered, please contact the Application Processing Team on the numbers above to arrange this.

Hand delivered applications will not be accepted.