

Deputy Parliamentary Counsel, Office of the Queensland Parliamentary Counsel (*SES 3 Level*)

Duration	Contract period to be negotiated. Up to five (5) years.	Total Fixed Remuneration	To be negotiated. Salary range between \$243,300 and \$259,283 pa including superannuation and leave loading
Location	Brisbane	Contact	Annette O'Callaghan Parliamentary Counsel (07) 3003 9600
Closing Date		Job Ad Reference	<QSS to complete>

Your opportunity

You have the opportunity to join the Queensland public sector; in a position of trust where you will contribute to better outcomes for Queenslanders by giving effect to the policies and priorities of the elected Government.

Government Objectives

Our **objectives** are to work closely with all Queenslanders to create jobs and a diverse economy, deliver frontline services, protect the environment and build safe, caring and connected communities.

Our **actions** are underpinned by integrity, accountability and consultation.

Department of the Premier and Cabinet

Our **vision**: We make a real and tangible difference today and our contributions will be recognised by future generations.

Our **objectives**: We support the Premier to set the strategic direction of government; ensure the effective development, coordination and implementation of policy; build confidence in government; and deliver outstanding results and value-for-money for Queenslanders.

Our **commitment**: We are committed to building a diverse and inclusive workplace by supporting equal opportunities irrespective of gender, culture, generation, sexual orientation or disability. We promote a respectful workplace culture that is free from all forms of harassment, workplace bullying, discrimination and violence. We recognise the importance of supporting and retaining a mobile, flexible and agile workforce.

Office of the Queensland Parliamentary Counsel

Our **vision**: Providing legislation for Queensland that is effective, accessible and of the highest standard.

Our **objectives**:

- Deliver an effective and efficient legislative drafting service for Queensland legislation.
- Make Queensland legislation and information about legislation readily accessible.
- Maximise organisational capability and agility.

Your contribution: As a Deputy Parliamentary Counsel, you will:

- Work collaboratively with the Office of the Queensland Parliamentary Counsel's (OQPC) other leaders to develop strategic directions and lead implementation of OQPC's vision of the future.
- Lead one of OQPC's drafting teams and work collaboratively with the Parliamentary Counsel and the other Deputy Parliamentary Counsel to ensure delivery of the legislative drafting program to time and quality standards.
- Draft sensitive or highly complex legislation, supervise the drafting of legislation by others and provide executive level advice to the Parliamentary Counsel and agency executives about the legislative drafting program and other legislative matters.
- Lead engagement and model collaboration with OQPC's other leaders and staff and provide them with support and encouragement to achieve excellence in the provision of legislative drafting and publishing.
- Actively contribute to the development of a strong, cohesive and effective executive leadership team.
- Model workplace behaviour and interpersonal relationships that make a positive leadership contribution to the development of organisational culture, systems and practice.
- Undertake strategic engagement with internal and external stakeholders about OQPC's legislative drafting program.

What we're 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. You will possess a high level of discretion and tact and ensure confidentiality is always maintained. We'll consider how well you can:

- Strategic Leadership
 - Demonstrates broad knowledge and strategic perspective, anticipating future consequences and trends accurately (**strategic agility**).
 - Deals comfortably with uncertainty and risk to make quality decisions when all the information may not be available (**dealing with ambiguity**).
- Leadership of People and Teams
 - Leads by example, creating strong morale and team spirit by focusing on common goals, priorities and problems (**building effective teams**).
 - Speaks openly and freely on any issue, presenting tough positions and taking corrective action quickly and decisively (**managerial courage**).
- Management and technical skills
 - Manages people and projects well to meet deadlines through effective goal-setting, resource allocation, contingency planning and performance evaluation (**planning**).
 - Has a superior ability to establish and maintain high level drafting and publishing standards and technical systems in a time-critical and pressure-filled environment (**functional/technical skills**).
 - Has superior skills in relation to all aspects of the delivery of excellent legislation, including providing authoritative advice and drafting sensitive or highly complex legislation across a broad range of legislative areas (**functional/technical skills**).

Mandatory Requirements

Admission as a legal practitioner of the High Court or the Supreme Court of a State or Territory. **Please include a copy of your certificate of admission in your application.**

Conditions and benefits of the role

The Queensland Government recently ranked in the top 10 most attractive employers in Australia for 2017.

Your home base will be 111 George Street, Brisbane. You will, at times, be required to work outside the usual span of working hours (6am-6pm), particularly around Parliamentary sittings and other key dates (both on site and via remote support). On these occasions, the requirement can extend late into the evenings. Weekend work is sometimes a requirement of this role as well. All entitlements are as per the current reward.

Your employment conditions are set out in the *Public Service Act 2008*. Remuneration commensurate with role and responsibilities will be negotiable. Conditions include:



**Queensland
Government**

- competitive remuneration package
- up to 12.75% employer super contributions
- programs that support a healthy work environment
- generous leave entitlements
- salary packaging options
- flexible work arrangements

Interested in applying?

To enable us to assess your merit, you should:

- apply online at www.smartjobs.qld.gov.au
- include your **current resume**, including the names and contact details of two (2) referees with a thorough knowledge of your conduct and performance over the last two (2) years. One of the referees should be your current or immediate past supervisor
- provide a **short statement** (of no more than two (2) pages) demonstrating how you fit 'What we're looking for' in this role and outlining what your motivation is to join us.

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 website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection panel chair for a late application to be considered, please contact the Applications Processing Team on the numbers above to arrange this.

Hand delivered applications will not be accepted.

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 advise the selection panel chair.
- All roles within OQPC are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices and public resources. Staff must undertake these tasks in accordance with OQPC's information management policies and procedures.
- Referee checking will be undertaken and other pre-employment checks may occur prior to any offer of employment. Checks may include (but are not limited to) proof of eligibility for appointment to the Queensland Public Sector and a serious discipline history disclosure check.
- Criminal history checks will be undertaken on the preferred applicant(s). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment with OQPC. 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. You are also required to declare your pecuniary and non-pecuniary interests within one (1) month of commencing duty.
- The recommended applicant may be required to undergo psychometric testing prior to appointment.
- If you are the successful applicant, OQPC will work with you to ensure reasonable adjustments are made in the workplace to enable you to work safely and productively.
- 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.

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The competencies contained on this role description are aligned to the Queensland Public Service Capability and Leadership framework.