



Parliamentary Counsel (CEO Level)

Duration	Contract to be negotiated	Total Fixed Remuneration	Attractive remuneration package will be negotiated with the recommended applicant
Location	Brisbane	Contact	Dave Stewart, Director-General, (07) 3003 9389
Closing Date	Friday 8 th June 2018	Job Ad Reference	QLD/277485/18

Your opportunity

The Parliamentary Counsel provides legal, professional and strategic leadership to the Office of the Queensland Parliamentary Counsel (OQPC), which is the frontline service provider for Queensland legislation, supporting government and democracy through legislative drafting and publishing.

The Parliamentary Counsel leads OQPC to provide legislation for Queensland that is effective, accessible and of the highest standard.

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 (OQPC)

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 the Parliamentary Counsel you will lead OQPC. You will:

- ensure the delivery of the legislative drafting and publishing program to time and quality standards, and ensure the Queensland Statute Book is of the highest standard
- develop and drive systems necessary to deliver high quality legislative products and services in a time critical environment
- ensure strategic engagement with key stakeholders and build collaborative partnerships to achieve excellence in the provision and delivery of legislative drafting and publishing services
- provide visionary, values based leadership that drives the strategic direction of OQPC's vision for the future
- drive workforce practices that build a constructive culture which focusses on performance, capability, personal accountability and leadership potential
- lead by example, modelling workplace behaviours that contribute positively to the development of strong organisational culture, systems and practice
- provide executive level advice, guidance and services to OQPC's clients to ensure the delivery of high quality legislative drafting and publishing services

What we're looking for

We will assess your merit for this role by reviewing your previous work history and roles, the knowledge, skills and experience you've built, potential for development, and your personal qualities. You will possess a high level of discretion and tact and ensure confidentiality is always maintained. We will consider how well you can:

- demonstrate a broad knowledge and strategic perspective, anticipating future consequences and trends accurately (**strategic agility**);
- deliver high quality products and services that meet the needs of internal and external customers (**total work systems**);
- deal comfortably with uncertainty and risk to make quality decisions when all the information may not be available (**dealing with ambiguity**);
- negotiate skilfully in tough situations, winning concessions without damaging relationships (**negotiating**);
- communicate and share a compelling vision and sense of purpose that inspires and motivates staff within and across the organisation (**managing vision and purpose**); and
- demonstrate the following **functional/technical skills**:
 - superior skills in drafting sensitive or highly complex legislation across a broad range of legislative areas
 - the ability to establish and maintain high level drafting and publishing standards and technical systems in a high pressure and time critical environment
 - strong program management skills with a particular emphasis on the development of work production and technology systems.

Mandatory Requirements

To be eligible for appointment as the Queensland Parliamentary Counsel you must be a barrister, solicitor or legal practitioner of the High Court or the Supreme Court of Queensland or another State or Territory of not less than seven (7) years standing. **A copy of your certificate of admission is to be included with 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.

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

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

Interested in applying?

To enable us to assess your merit, you should:

- apply online at www.smartjobs.qld.gov.au
- 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.
- 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

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 recommended 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.