

**Senior Policy Officer, P04**

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| **Status** | Permanent  Full-time | **Total Salary** | $93,243 - $100,287  ***Plus*** *leave loading and up to 12.75% employer superannuation contributions* |
| **Division** | Policy Division, Water Policy | **Closing Date** | Monday, 25 March 2019 |
| **Location** | 1 William Street Brisbane | **Job Ad Reference** | QLD/305213/19 |
| **Apply via** | [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) | **Contact** | Pushpa Onta  31374289 |

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| **The Role** |

Operating from within Water Policy, you will be involved in the development of innovative management solutions and policy for the development of Water Plans and other policy relating to the efficient and sustainable management of Queensland’s water resources.

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| **Key Duties and Accountabilities** |

* Support and assist in the formulation of practical and innovative water allocation and management policies, methodologies and programs.
* Coordinate and contribute to the development of solutions to support the implementation of State water allocation and management policies, by applying and consolidating experience from a diverse range of professional and scientific disciplines including water resource management, hydrology, riparian and aquatic biology, catchment management, riverine morphology, economics and sociology.
* Provide technical expertise and specialist policy advice to Departmental staff, and senior management on water allocation and management policy issues of state-wide and national strategic significance.
* Assist in the coordination of multi-disciplinary project teams and specialist task groups (including external consultants) in the formulation, development and implementation of natural resource management policy to achieve desired results within budget and on schedule.
* Participate in consultations on complex water allocation issues with government departments, industry organisations, stakeholders and the community.
* Prepare and provide input into the development of discussions papers, cabinet submissions, media publications and other policy documentation as required to support, progress and communicate state and national policy initiatives and their implications.
* Prepare specifications and manage contracts for the provision of consulting services covering a range of specialist disciplines including hydrology, ecology, social/economic studies and information technology.
* Other duties as directed and required.

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| **Capabilities** |

In completing the role of Senior Policy Officer, the following capabilities from the [DNRME Capability Framework](https://www.dnrme.qld.gov.au/home/careers/current-opportunities) are required for this role.

* Drafts policy demonstrating a broad appreciation of whole-of-government and political impact by consolidating information and critically reviewing input from a wide range of disciplines (Policy and Governance).
* Builds strong client and key stakeholder relationships and conveys complex materials in an easy to understand style and manner (Client Engagement).
* Demonstrates strong technical skills and knowledge and is able to impart knowledge and train others (Technical Expertise)
* Delivers tasks and projects on time, to budget and meeting customer expectations (Customer focused)
* Leads and/or works effectively as a member of a multidisciplinary project team (Personal Ownership).

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| **Mandatory Requirements or Special Conditions** |

* A degree qualification in Environmental Management, Environmental Science, Applied Science, Land/Water/Natural Resource management, Civil Engineering, Environmental Engineering or Environmental Law, or agreed equivalent as determined by the Director-General.

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| **How to apply** |

To apply for this role, you will need to submit the following document/s. For more detailed information, please see the Working at DNRME document.

* Your current resume detailing your previous work, voluntary or relevant experience including two referees who have personally observed you displaying the capabilities required for this role.
* A brief letter (1-2 pages) telling us why you are interested in this role and how your skills and experience complements this role. This should not be a restatement of your resume. It is your opportunity to tell us about yourself, how you meet the capabilities, what you’ll bring to the role and what you’ll get out of it. **Send your application via** [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)

All applicants are encouraged to advise the panel of any additional support or reasonable adjustments required during the recruitment process in order to ensure they can demonstrate their ability to meet the inherent requirements of the role.

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| **Submit your application** |

Applying online through the Smart jobs and careers website [www.smartjobs.qld.gov.au](http://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 'My 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 if required.

If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://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 QSS Customer Support Team on 1300 146 370, between 9am to 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 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.

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| **Further Information about DNRME** |

To learn about how we support and encourage applications from diversity groups and for information on the benefits and conditions of working for DNRME please refer to the Working at DNRME document attached with this Smart Jobs item.