



Role description

Position title: Graduate Project Support Officer (Business Analyst)

Type of vacancy: Permanent/Full-time

Division/Business group: Corporate Services, Information and Technology Management

Classification: PO2

Salary range: \$1,996.00 - \$2,554.70 per f/n

Job Ad Ref (JAR): ERM/ICT/BA/2012

Closing date: Monday 19 December, 2011

Location: Woolloongabba, Brisbane

Contact officer: Steven Brittle, Manager ICT Business Initiatives on Ph:3339 4151

Total remuneration: \$52.074 - \$66.650 p.a

Working for DERM

When you work for the Department of Environment and Resource Management (DERM), you will contribute to conserving and managing the state's natural environment for the benefit of all Queenslanders. Our tasks include promoting sustainable living and resource use, encouraging land managers and the rural industry to take an integrated approach to managing soil, water and vegetation, and strengthening Queensland's response to climate change.

Our key areas of responsibility are:

- Water – securing the quality and supply of water
- Climate change – preparing for the impacts of climate change
- Land – managing land and vegetation (including land titling and administration of native title)
- Environmental services – building resilience in natural landscapes and conserving our natural and cultural heritage.

DERM has a culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments. As a DERM employee, you will be actively encouraged and supported as an individual and will have access to a range of flexible work practices, learning and development opportunities, and study assistance.

For further information about our department visit our website <http://www.derm.qld.gov.au/about/index.html>.

About this role

A graduate project support officer (business analyst) responsible for the coordination and contribution to a range of activities in support of projects and business analysis. This role can be responsible for the development and implementation of project plans, policies and business solutions. A project support officer also contributes to issue resolution and escalation, research and analysis activities and planning and monitoring activities.

A project support officer is responsible for assisting in monitoring and tracking the project deliverables and outcomes including preparation of highlight and checkpoint reports in relation to budget, schedule and resources

I&TM has four sections: Strategy and Client Services, Business Support, Infrastructure Services and Business Solutions.

Duties of the role

To achieve the outcomes required by this role, you must be able to:

- Develop and maintain constructive working relationships with clients, stakeholders and multi-agency/disciplinary teams between Information and Technology Management and the business areas of the department.
- Liaise with clients in relation to work requests, problems and support.
- Assist in the investigation and resolution of issues relating to ICT applications
- Undertake self-directed work across a range of projects, with specified project parameters.
- Maintain individual professional development and participate in self development activities as jointly determined with the supervisor.
- Identify and analyse issues relevant to Information, Communication and Technology contributing to the recommendation of improvements
- Assist with compiling project management reports, maintaining program and project files and support to project boards
- Use initiative to undertake projects in a busy work environment, seeking direction when needed.

Key attributes

Within the context of the duties described above, the ideal applicant will be someone who:

- An ability to understand and develop models, analyse data and contribute to the development of ICT solutions and change strategies. (SFIA skills: BUAN 3; BSMO 2; REQM 2; DTAN 2)
- An ability to develop good working relationships and networks with stakeholders and contribute as an effective team member through collaboration and maintaining mutually beneficial relationships.
- Written and oral communication skills with an ability to prepare reports, papers and correspondence which is appropriately targeted to a range of audiences.
- An ability to effectively prioritise and manage workloads to meet deadlines and demonstrated flexibility in responding to changing priorities

The Graduate Program

The DERM Graduate Program is an 11 month development program designed to provide training and development in a range of areas including;

- Induction to DERM
- Indigenous and cultural awareness
- Project planning and management
- Stakeholder engagement
- Personal effectiveness
- Career planning.

The program provides access to a wide variety of networks including fellow graduates and staff within the Department. Your work experience combined with the formal training and development you receive will ensure a smooth transition into DERM and equip you with the knowledge, skills and abilities to kick start your career.

The development program commences in February 2012. Successful graduates are therefore required to commence employment with the Department no later than January 2012.

Mandatory requirements

Qualifications

To be considered for appointment you must have a degree or higher qualification in information technology, corporate systems or business. You must be completing your degree this year or have completed your degree **since January 2010** to be eligible for this graduate position.

If your qualification is from an overseas institution, you will need to attach a certified copy of the official recognition to your application (email skillsrecognition@deta.qld.gov.au for more information about obtaining official recognition of your overseas qualification).

Citizenship/visa

Please see eligibility criteria on the DERM Internet.

Additional factors

Your application will remain current for up to 12 months.

ICT areas within DERM have adopted the [Queensland Government ICT Skills Framework](#) which combines the [QPS Capability and Leadership Framework](#) and the Skills Framework for the Information Age (SFIA), under licence from the SFIA Foundation. Further information on the SFIA can be accessed at www.sfia.org.uk.

How you will be assessed

You will be assessed on how you meet the "Key Attributes" (page 2).

We require three (3) pieces of information to make an initial assessment:

1. An application cover sheet (for offline applications only)
2. A response outlining your suitability for the position, with specific examples and which addresses the dot points listed under Key Attributes. Your response should be no more than 2 pages.
3. Your current resume of no more than 6 pages including names and contact details of at least one referee who has knowledge of your work (one of whom is a current supervisor if possible).

The selection panel will assess your ability to perform the work required of the position based on your response and resume, and other selection processes which may include an interview and/or work test.

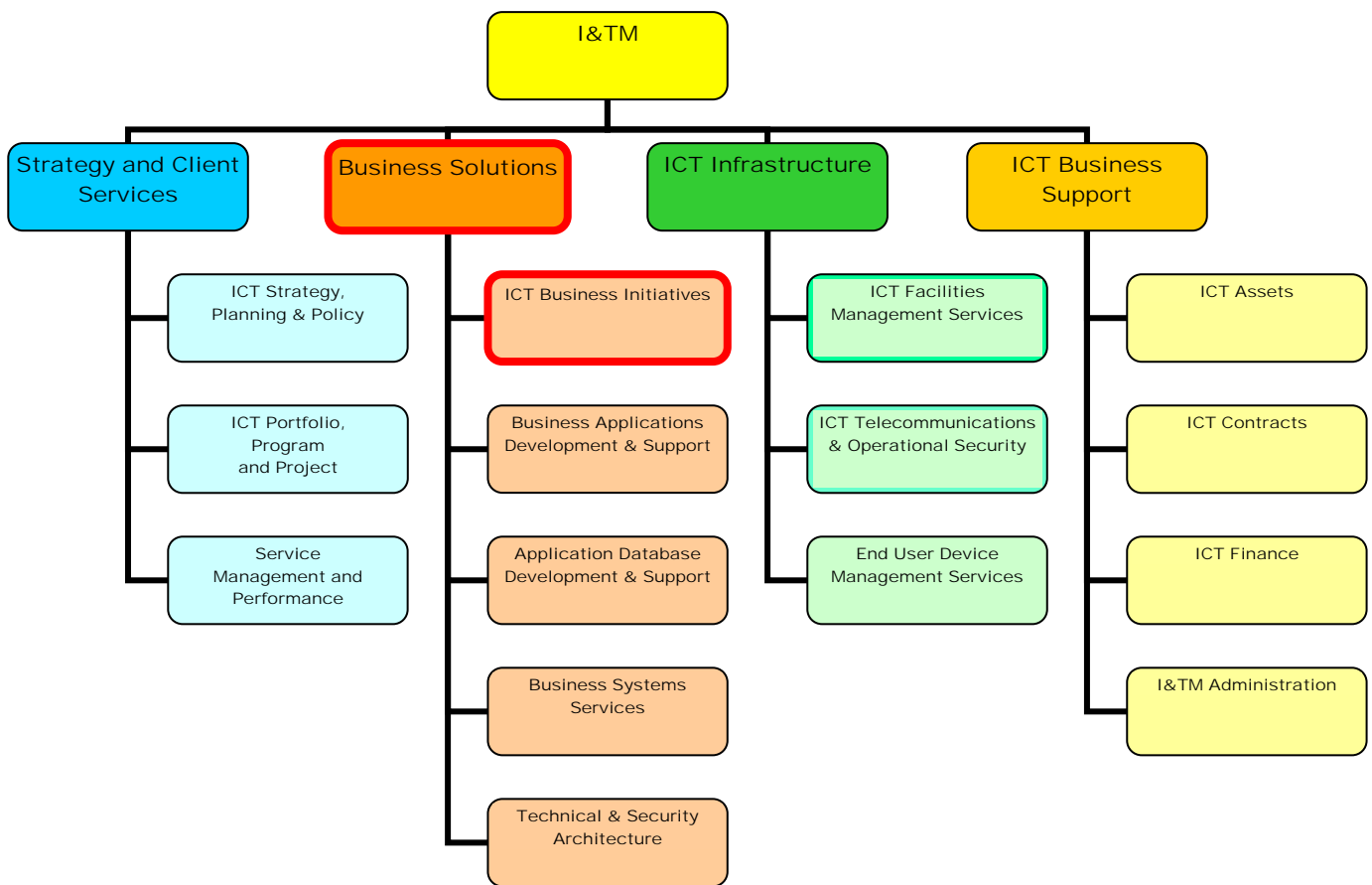
Referees will be contacted to verify the information you provide and to comment on how well you demonstrate the personal attributes being sought.

For further information on where to send your application and what information to provide in your response and resume, refer to the following section, as well as the "Applicant guide" attached to the Job advertisement or available from <http://www.derm.qld.gov.au/about/employment/workingatderm.html>

How to apply

Please follow application instructions included in the attached email – this is a late graduate advertisement and will be using a combination of graduate portal application material and privately supplied information via email.

Organisational structure



Job Evaluation Reference Information: (NB this was developed and assessed against ICT skill Framework and previous graduate and PO2 role descriptions)

Position number/s - identifies which position/s this RD was evaluated against
 Mod ID -
 Date of review -
 Type of review -