



## Role description

Position title: **Graduate Assistant Valuer**

Type of vacancy: **Permanent/Full-time**

Division/Business group: **Land and Indigenous Services, State Valuation Service**

Classification: **PO2**

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

Job Ad Ref (JAR): **ERM/AssistValuer/2012**

Closing date: **22 September 2011**

Location: **To be negotiated – see attached preference sheet**

Contact officer: **Vern Di Salvo Director Valuations Operations, Ph:3330 6227**

Total remuneration: **\$52,074 - \$66,650 p.a**

This Identified role is to be filled by an Aboriginal person and/or Torres Strait Islander person, as permitted by and arguable under section 25 of the *Anti Discrimination Act 1991 (Qld)*.

## 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 DERM Graduate position offers you the chance to apply your knowledge and skills whilst continuing your learning through a comprehensive learning and development program in your graduate year. You will have the opportunity to work with experts and professionals in your field and access a range of resources.

The purpose of this position is to:

- Undertake a significant valuation commitment and deliver professional valuation services which meet the State Valuation Service clients' needs and other performance targets as determined by State Valuation Service management and your supervising Specialist Coordinating Valuer.
- Assist clients by providing sound professional valuation service through sound advice and quality service delivery relating to valuations and state land administration activities.

## Duties of the role

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

- Work under supervision and show initiative in undertaking an individual commitment in providing valuations for statutory, state land administration, client and asset purposes.
- Be accountable for the delivery of consistent valuations services which align to the State Valuation Services' procedures and work instructions, in accordance with the statutory requirements and instructions of all clients.
- Develop monthly work plans that clearly demonstrate an understanding of current workloads and report to management on performance against Client Service Standards.
- Initiate and recommend new proposals that will allow delivery of effective and efficient outcomes which meet client and departmental needs
- Be involved in the resolution of statutory grievances relating to valuation activities. After fulfilling the requirements for attaining registration under the *Valuers Registration Act of Queensland 1992*, prepare Land Court briefs and appear as an expert witness and provide a statement of facts on decisions reached in accordance with the Right to Information and Judicial Review legislation required.
- Liaise with and provide advice when required, including written correspondence to departmental staff of DERM, other government departments, government owned agencies, local government and members of the public regarding valuations issues
- Utilise advanced information and communication technology to effectively manage work.
- Implement departmental standards, procedures and work instructions as they relate to the work unit.
- Participate in professional and personal development, both in operational and professional spheres and have the ability to operate autonomously and within a team environment.
- Ensure that the workplace is free of discrimination and harassment, staff are treated fairly and equitably and that a safe and healthy work environment is maintained as well as all possible action taken to prevent unsafe work practices from occurring.

## Skills, knowledge and experience sought

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

- Professional knowledge, expertise and integrity in the field of real estate valuation and the ability to apply this in practice when identifying issues that impact on work tasks and suggesting improvements to these tasks and business practices in order to support strategic direction.
- An ability to research, review information, analyse data and contribute to the development of policy solutions and strategies.
- 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 full-time 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 land valuation services (or agreed equivalent as determined by the Director-General). You must have completed your degree **since January 2010** to be eligible for this graduate role.

The successful applicant will be required to seek registration in Queensland as a valuer as soon as practicable, and thereafter maintain their registration through the Valuers Registration Board.

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](mailto:skillsrecognition@deta.qld.gov.au) for more information about obtaining official recognition of your overseas qualification).

### Licences

Applicants must have a 'C' class drivers licence.

### Citizenship/visa

See 'eligibility' criteria on the DERM graduate homepage.

### Identified or Specified position

If a role is declared an Indigenous Identified role, only Aboriginal or Torres Strait Islander applicants can apply for this role (s25 Queensland Anti-Discrimination Act 1991).

If the role is Indigenous Specified, you will need to nominate at least one Aboriginal or Torres Strait Islander person as a referee who is recognised and accepted within the Indigenous community. This person will need to provide a referee report that:

- supports your ability to work and communicate sensitively and effectively with Aboriginal and Torres Strait Islander people
- confirms that you have an understanding of contemporary Aboriginal or Torres Strait Islander issues and protocols affecting people today.

### Additional factors

- A discipline check for applicants already working in the public sector may be undertaken. Further details are available in the Applicant Guide.
- There may be a requirement for travel to other departmental locations throughout the state.
- A probationary period of 3 months will apply if you are not a currently permanently appointed to a role in the public sector. If your work performance, attitude and behaviour are assessed as satisfactory, the appointment will then be confirmed. In some circumstances, the probationary period may be extended to enable further assessment to be undertaken.
- You will be expected to participate in the Department's Induction processes when you commence and to attend the Department's Corporate Orientation Program if you are a permanent or temporary employee working with us for 12 months or longer.
- As a DERM employee, your workplace behaviour must comply with Department's Code of Conduct.
- The Department is committed to ensuring all employees work in a safe and healthy environment. It has implemented the Award-winning Not One Not Ever program to achieve this aim and expects you to participate and work towards this objective.
- DERM buildings and workplaces are non-smoking environments.
- DERM is an equal opportunity employer – applicants from EEO Target Groups are encouraged to apply.

## How you will be assessed

We need three (3) pieces of information from you to make an initial assessment:

1. Your current resume
2. A copy of your most recent university academic transcript
3. A two page response to the below questions

Q1 Describe a situation/task where you have worked in a team. What were some of the challenges and how did you overcome these to achieve a positive outcome?

Q2 What do you think are the essential skills for effective communication?

Q3 Describe an occasion where you have used your research and analytical skills to contribute to a project.

**Use examples from your study, work experiences or life experiences to date. Your answers should be clear and concise and give specific and accurate information on your skills and abilities. Limit each response to 300 words. Please place the job add reference (JAR) at the top of the page to ensure your application is in the correct pool.**

The selection panel will assess your ability to perform the work required of the position based on your statement, transcript and resume.

Referees may 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 what information to provide in your statement and resume, download the "Applicant guide" from [http://www.derm.qld.gov.au/about/employment/pdf/applicant\\_guide.pdf](http://www.derm.qld.gov.au/about/employment/pdf/applicant_guide.pdf)

## **How to apply**

**Online**—please follow the steps below:

1. Complete the online application form on the graduate portal: [www.graduates.qld.gov.au](http://www.graduates.qld.gov.au)
2. Upload your application (a maximum of three (3) files) using the online system. Please ensure you click the "Submit" button when completed.