



## Role description

Position title: **Graduate Land Administration Officer**  
Type of vacancy: **Permanent**  
Division/Business group: **Regional Services Delivery, North Region, Land Services**  
Classification: **AO3**  
Salary range: **\$1,998.20 - \$2,228.20 per f/n**

Job Ad Ref (JAR): **ERM/LandAd/Twn2012**  
Closing date: **29 September 2011**  
Location: **Townsville**  
Contact officer: **Terry Reid - Ph: 07 4222 5419**  
Total remuneration: **\$52,132 - \$58,132 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 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, work with leading- edge science and technology and access a range of resources.

The position of Land Administration Officer provides support for the co-ordination, administration and processing of dealings under the *Land Act 1994*, including native title considerations.

### Duties of the role

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

- Investigate and assess a range of applications made under the Land Act 1994. Process Land Act dealings, and/or components by completing detailed submissions outlining relevant considerations and recommendations on a range of dealings for a decision of the delegated senior officer.
- The processing of Land Act dealings are completed within a electronic environment, and the successful applicant will require the ability to quickly acquire a working knowledge of the departments electronic Land and Vegetation Administration System (eLVAS).
- Satisfy customer needs by supplying information regarding the application of departmental policies, procedures and services relative to State Land Administration. This will include providing a high level of quality customer service by direct customer communication using all channels of service such as face to face, telephone, fax internet and email.
- Provide appropriate and timely advice to other departmental staff and external customers on departmental matters affecting State land in order to achieve defined outcomes. This will include consulting both verbally, electronically or in writing.
- Work as part of a multi skilled team in achieving the targets and objectives of the team.
- Identify areas of work improvement and participate in implementing changes to work practices, processes and systems.
- Maintain a high level of confidentiality regarding information available to the public.

## Skills, Knowledge and Experience Sought

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

- ability to acquire, knowledge and understanding of the principles of contemporary environmental management (including industrial processes, pollution management including impacts on land water and air, and coastal management) and planning issues, legislative requirements and processes associated with environmental regulation and statutory planning in Queensland or similar jurisdiction
- ability to research, review information, analyse data and contribute to the development of policy solutions and strategies.
- 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.
- 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 a relevant discipline such as Environmental Science, Environmental Planning, Environmental Law or a discipline relevant (e.g. in the fields of Science or Engineering) to environmental management. And have completed this degree **since January 2010** to be eligible. You should seek advice from the contact officer regarding other relevant qualifications.

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 hold a current "C" class driver's licence and be willing to obtain a manual licence if necessary.

### Citizenship/visa

See 'eligibility' criteria on the DERM graduate homepage.

## Additional factors

Your application will remain current for up to 12 months and you may be contacted regarding other identical vacancies at various locations including but not limited to Gladstone, Emerald, Mackay, and Rockhampton and for either full time or part time employment.

The Department of Environment and Resource Management understands that employees need to balance work with other personal commitments. It assists employees by offering a range of benefits:

- Flexible start and finish times that can be negotiated with your supervisor.
- Time off during the work week provided you have worked additional time and your supervisor approved.
- Part-time work is available in some roles.
- Access to free personal and career planning counselling for you and your family.
- Financial assistance to study part-time at University and time off for exams and study.
- Fourteen weeks paid maternity and adoption leave, unpaid maternity and paternity leave and part-time work until the child reaches school age.

A probationary period of 3 months will apply if you are not 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.

## 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.