



Role description

Position title: **Graduate Policy Officer**

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

Work Unit/Business Group: **Corporate Services, Governance and Strategy, Strategic Advisory Services**

Classification: **AO3**

Salary range: **\$1,998.20 - \$2,228.20 per f/n**

Job Ad Ref (JAR): **ERM/PolicyGS/BNE2012**

Closing date: **22 September 2011**

Location: **Brisbane**

Contact officer: **Helen Spencer A/ Director Strategic Advisory Services, Ph 3330 5659**

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 be doing important work that contributes 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 generous study assistance.

For further information about our department visit our website <http://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.

Duties of the role

- Assist with research and develop policy responses, including regulatory and economic responses, to assist in the sustainable management of the State's water resources.
- Develop and maintain constructive working relationships with clients, stakeholders and multi-agency/disciplinary project teams and represent the Department as required.
- Prepare briefing papers, presentations, letters, cabinet submissions and reports for cabinet, State/Commonwealth Ministerial Councils and committees, Industry/Stakeholder groups, the Minister and senior departmental management.
- Rapidly acquire knowledge of the policy issues relevant to sustainable management of the State's environment and natural resources.
- Identify and analyse issues relevant to sustainable water management and devise policy responses.
- Participate in multi-disciplinary project teams to address identified policy, procedural, strategic or workforce planning issues.
- 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.
- Use initiative to undertake projects in a busy work environment, seeking direction when needed.

Skills, knowledge and experience sought

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

- 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 a relevant discipline such as Law, Economics, Public Policy and /or Environmental Science. To be eligible for this graduate role you must have completed your degree **since January 2010**.

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

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 vacancies.

This position will be reporting directly to the Team Leader (Water Legislation).

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

How to apply

Online—please follow the steps below:

1. Complete the online application form on the graduate portal: 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.