



## Role description

Position title: **Project Officer (Paralegal)**

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

Division/Business group: **Corporate Services, Legal Services**

Classification: **A03**

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

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

Closing date: **22 September 2011**

Location: **Brisbane**

Contact officer: **Coral Winter Practice Manager,**

Ph: **(07) 3224 2698**

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 and access a range of resources.

The position offers you the chance to use your skills to help shape Queensland's future. As a Project Officer in our Legal Services Unit you will be an integral member of a professional group of officers providing advice and services to the Minister, Director-General, Senior Management and officers in the department.

## Duties of the role

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

- Draft court documents, legal advices, and statutory instruments.
- Undertaking legal research as required for other officers within the Unit.
- Prepare instructions to the Crown Solicitor on matters assigned by the Team Leader involving "tied work", by providing clear and concise details of the issues, the legal and policy implications and the relevant law involved.
- Exercise initiative and respond quickly and effectively to non-routine, urgent matters requiring legal advice.
- Meet deadlines for work tasks assigned by other officers within the Legal Services Unit through efficient time management.
- Contribute to the implementation of staff development and training programs and improved systems and procedures to facilitate efficiency in the operation of Legal Services.
- Provide accurate information on time spent on target activities in relation to individual cases in progress for resource monitoring purposes.

## 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 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 Laws (LLB). You must have completed your degree **since January 2010** to be eligible for this graduate role.

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).

### 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.

Travel away from the centre will be required from time to time. This may involve travel outside of normal hours and/or overnight accommodation away from the centre. A current driver's licence is required.

Other entitlements:

- All staff have access to flexible start and finish times that can be negotiated with your supervisor.
- Access to free personal counselling for you and any dependants, including career planning services.
- Financial assistance to study or undertake research part-time and time off for exams and study.

## 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.