



GOVERNMENT HOUSE  
QUEENSLAND

**POSITION DESCRIPTION**

**POSITION DETAILS**

<b>Title:</b>	Official Secretary
<b>Location:</b>	Office of the Governor Government House 168 Fernberg Road PADDINGTON QLD 4064
<b>Postal Address:</b>	Office of the Governor GPO Box 434 BRISBANE QLD 4001
<b>Classification:</b>	SES3
<b>Salary:</b>	\$236,714 to \$271,042 (total fixed remuneration)
<b>Term:</b>	3 year contract with extensions by negotiation

**ORGANISATIONAL ENVIRONMENT**

The Office of the Governor provides personal, organisational and logistical support to the Governor of Queensland, including the provision of advice on constitutional and protocol matters and engagement with government, business and community organisations. The Office of the Governor also manages Government House and the Government House Estate. This support enables the Governor to exercise their statutory and constitutional responsibilities and to fulfil the official, ceremonial and civic duties of office.

The Governor exercises powers under the *Constitution of Queensland 2001* particularly in relation to the operations of the Executive Council. Dealing with strategic, high-level aspects of government operations, the Governor relates across the senior levels of the executive, legislature and judiciary.

Ceremonial, civic and community responsibilities are conducted to the highest levels of public life with official receptions and dinners for visiting Royalty, Heads of State, religious and business leaders. In addition, a busy program of visits to community-based organisations and local events involve the Governor and the Office with a diverse cross section of Queenslanders at a local level. The administration and presentation of awards and honours by the Governor recognises significant individual achievement and promotes community cohesion and values.

This program requires the Office to operate on a 24 hour/7 day a week basis.

While drawing alignment from the Queensland Public Sector, the Office is independently established. Financial delegations are exercised under the *Financial Accountability Act 2009*.

## THIS ROLE

The Official Secretary is the lead executive of the Office of the Governor and as such oversees the strategy, governance and delivery requirements responsible for the efficient, and effective management of available resources to achieve the Governor's varied outcomes. Performance standards within the Office are required to be set to the highest standards.

The role is a major source of advice for the Governor on ceremonial and protocol matters and provides guidance on constitutional matters. The role also fosters links to senior government, community and industry representatives. At times this position is required to represent the Governor at functions throughout Queensland and to accompany the Governor on regional and overseas visits.

This diverse range of high-level functions presents a unique and challenging environment requiring an extraordinary grasp of public affairs, the highest level of judgement and discretion and organisational, political and social acumen. It also requires availability as the first point of contact to support the Governor's 7 day a week program.

The role reports directly to the Governor and leads an office comprising 45 staff and a budget of around \$8m in 2021/2022.

## PRIMARY DELEGATIONS AND ACCOUNTABILITIES

- The Official Secretary is accountable to the Governor for the leadership and performance of the Office of the Governor including its strategic positioning, and management of the finances, staff and the Government House Estate.
- The Official Secretary is an accountable officer under the *Financial Accountability Act 2009*.

## PRINCIPLE RESPONSIBILITIES

At the direction and with the agreement of the Governor, the Official Secretary: -

- Provides strategic, forward thinking and authoritative leadership and oversight of a significant and complex work program and diverse work groups, ensuring high quality and timely outputs in accordance with the Governor's timeframes.
- Is a principal source of advice and supports the Governor in delegated dealings with the Parliament, across Government departments and agencies and with senior stakeholders and interest groups to ensure that the Governor is able to exercise their constitutional powers and responsibilities and meet all other official, ceremonial and civic duties.
- Liaises with the departments, agencies and instrumentalities involved in the administration of the State's system of government, sustaining the independence and the consultative relationship required between the Governor, the government of the day and the judiciary.
- Fosters and maintains robust and effective strategic alliances and partnerships across Federal, State and Local government, with industry and community leaders and interest groups, and with overseas trade officers, especially the Agent-General in London, and senior staff in the Royal Households.
- Plans and oversees the coordination of the Governor's official program which includes receiving visiting dignitaries, award ceremonies and community engagement visits within the State and overseas, requiring protocol, logistical and media management and speech writing.
- Represents the Governor, delivers speeches and messages, responds to requests and performs ceremonial activities as required by the Governor.

- Assesses the environment and provides detailed advice, submissions and briefs to the Governor on a wide range of matters including representations from the public and developments in the Government, business and community.
- Leads the strategic planning for the Office of the Governor which is informed by the Governor's objectives in office and the strategic priorities of the Government of the day.
- Leads the strategic asset management of the Government House Estate in addition to responsibly managing the operations of hospitality, housekeeping, grounds and maintenance functions.
- Provides leadership and innovation in the management of all financial and human resources and ensures policies and practice meet client service needs and are consistent with contemporary accounting, industrial relations and management practice.
- Ensures the highest standards of security arrangements are in place to secure the privacy and safety of the Governor, staff, the Estate and information.
- Guides the Office in the required protocols and procedures associated with the Governor's constitutional, ceremonial and civic responsibilities.

#### **SELECTION CRITERIA**

- Demonstrated executive leadership capability to shape strategic direction and drive change in a multi-disciplined organisation including the capacity to manage a significant budget and balance priorities in an area of high public profile and community interest.
- Demonstrated high level analytical skill and judgement in relation to complex and strategic social, political and business issues and their implications for strategy, policy and operations.
- Highly developed communication and interpersonal skills in order to cultivate productive working relationships and to negotiate, influence and consult at all levels including the highest levels of government, business and a diverse range of community sectors.
- Demonstrated superior personal responsibility, drive and integrity in order to serve the Governor and meet the needs of the people and communities of Queensland.
- A well-developed understanding of and ability to apply protocols and provide high level advice relating to the constitutional, ceremonial and civic roles of the Governor, with support from Government departments.
- Results focused with proven capacity to deliver business outcomes and ensure consistent excellence in the delivery of frontline services, programs, projects and operational policy and planning.
- Thorough knowledge of contemporary public sector management policies, practices and procedures as they apply to financial, administrative and human resource services and a demonstrated ability to utilise such policies to optimise corporate results.
- It is expected that the occupant of this role would hold tertiary level qualifications in a relevant field such as government, public administration or management or have a formal diplomatic, service or other equivalent high level professional career background.

## FURTHER INFORMATION

---

The Office of the Governor is committed to equal opportunity in employment.

Applicants will be subject to:

- a police criminal history check and broader screening processes
- on acceptance of the position, disclosure of pecuniary and non-pecuniary interests as well as those of their partner and/or dependents, that may have a bearing, or may be perceived to have a bearing, on their ability to properly and impartially discharge the duties of their office.

The successful applicant will also be required to sign a statement of confidentiality.

For further information about this position contact Natasha Olsson-Seeto on 07 3305 5819 or email at [officialsecretary@ontalent.com.au](mailto:officialsecretary@ontalent.com.au)

## HOW TO APPLY

---

This role description details the minimum knowledge, skills and abilities required to perform the duties of this position.

Your application should include a curriculum vitae with at least two nominated referees, and a statement of no more than two pages which addresses your ability to meet the selection criteria.