



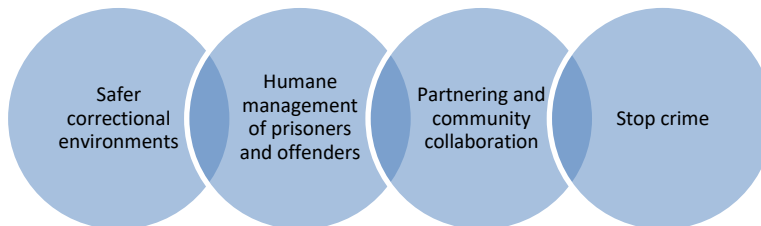
# Principal Advisor, Strategic Transformation

Position details			
Command	Transformation Office	Location	Brisbane
Classification	AO7	Salary per fortnight	
Type of vacancies	Permanent, full-time	Salary per annum	
Reports to	Manager, Portfolio Investment & Benefits	No. direct reports	Nil
Contact name	Rowan Shearman	Contact position title	Manager, Portfolio Investment & Benefits
Telephone	0401 397 992	Closing date	
Job Ad Ref	QLD/		

## About Queensland Corrective Services

### Who we are

At Queensland Corrective Services we strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace. Our strategic objectives are:



### Our vision

To enhance the safety of Queenslanders through modern, sustainable and evidence-based corrective services to maximise rehabilitation and reduce recidivism.

### Our purpose

To provide safe, modern, and responsive correctional services which rehabilitate prisoners and offenders and prevent crime making Queensland safer.

### Our values

The following values underpin behaviours that will support, transform and enable better ways of working.

**Professionalism:** We are a responsive criminal justice agency providing the highest standards of service delivery through diligence, efficiency, collaboration, sharing of knowledge and supporting our co-workers, stakeholders, the community, prisoners and offenders.

**Integrity:** We inspire trust by acting ethically at all times, acting with honesty and truthfulness and treating prisoners and offenders with dignity and respect.

**Accountability:** We are publicly accountable for the provision of community safety through our actions and preparedness to justify our decisions.

**Innovation:** We seek to continually improve through innovation, evidence-based best practice and research to improve correctional services.

## Our people

Capable and professional people delivering responsive services; our greatest strength is the diversity, talent and dedication of our people and our commitment to supporting them.

## Our organisational structure

Queensland Corrective Services is comprised of four divisions and the Office of the Commissioner:

- Custodial Operations
- Community Corrections and Specialist Operations
- Organisational Capability
- Workforce Culture, Integrity and Capability

Our Queensland Corrective Services organisational structure can be viewed [here](#).

## About the Command

The Transformation Office, within the Office of the Commissioner, Queensland Corrective Services (QCS), is responsible for leading the planning and delivery of the QCS' portfolio and reform agenda. The Office works collaboratively across QCS and with external stakeholders to support the successful delivery of Portfolio investment. Our work is interesting, diverse, and often fast-paced.

The Office comprises:

- Portfolio Delivery: Enterprise Portfolio Management Office (EPMO) - oversees QCS' portfolio of programs and projects, Portfolio governance.
- **Strategic Transformation Group:** leads the development and delivery of organisational strategy, investment management and prioritisation, benefits, workforce planning and capability maturity across the portfolio functions.
- Portfolio Change and Communication: provides internal change management and communication services direct to programs and projects, and ownership of enterprise level change and communication frameworks, along with project resourcing strategies to support project delivery.

The Strategic Transformation Group delivers a diverse range of functions including planning, design, prioritization and sequencing of the portfolio to deliver value and investment management through the realization of benefits and resources. The team is also responsible for the QCS Capability Model developing maturity across the organisation.

## About the Role

The Principal Advisor will collaborate across QCS to source future portfolio (program and project) information from stakeholders that will inform QCS leadership on investment priorities, sequencing and operational benefits to support achievement of the strategic objectives of reform activity.

In this role you will:

- Develop and implement processes for collating ideas and initiatives and help the business to scope and shape them into suitable packages for delivery, ensuring alignment to strategic and operational priorities.
- Manage the strategic assessment of initiatives using applicable frameworks and tools owned by the Transformation Office, including prioritisation.
- Work with business users to coach and provide support on development of benefits materials, utilising Transformation Office's benefits processes, tools and templates.
- Design and implement the continuous improvement processes for transformation activities and facilitate embedding these processes into business as usual.
- Work with the Manager, EPMO to support leaders across the organisation to prepare and equip the business for reform, facilitate the integration of reform activities into business-as-usual practices, and support monitoring of benefits realisation.
- Support and manage implementation of systems and processes to ensure reporting requirements and deadlines for the Strategic Transformation team are clearly defined and met.
- Monitor and assess key issues, data and information relating to sensitive and complex issues to ensure provision of accurate and timely advice to the Director, Strategic Transformation and the Assistant Commissioner, Transformation Office.
- Build trustful and strong working relationships and engage with key internal and external stakeholders.
- Take an active role in communicating and translating the QCS reform agenda for key stakeholders, in collaboration with colleagues across the Transformation Office.



- Contribute to a culture which fosters collaboration, evidence-based decision making, innovation, and performance orientation, where employees are passionate about their work and take personal accountability for their actions.
- Other duties as required.

## Role Fit

Within the context of the role responsibilities described above under “About the role”, the ideal applicant will be someone who can competitively demonstrate their knowledge, skills and experiences and their suitability against the [Leadership competencies for Queensland](#) (**Individual contributor**): Vision, Results and Accountability in the context of the essential requirements for this role:

The essential requirements for this role are:

- Proven high level consultative, communication, written, interpersonal and negotiation skills appropriate to an environment of reform, change and evolution.
- Ability to assess, manage, and propose solutions for complex issues and/or risks to enable the achievement of the QCS reform agenda.
- Demonstrated ability to deliver services and functions, prepare business and service management reports, research, review and analyse information, identify issues and problem solve to assist decision-making with the ability to present findings to management, to ensure effective business outcomes.
- Experience in supporting large-scale reform or transformational change within an organisation.
- Well-developed communication and interpersonal skills to effectively engage and maintain productive relationships with internal and external stakeholders, and the proven ability to consult and negotiate productively.
- Experience in writing and reviewing documentations, including the proven ability to contribute to the development of procedures, methodologies, standards, templates and policy documentation.
- Understanding of all the elements of project management including contemporary change management and business integration processes and strategies.

## Qualifications, professional registration, conditions and other requirements

- A relevant qualification in business and/or ICT will be highly regarded.

## How to apply

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- A **cover letter** (1-2 pages maximum) outlining how your knowledge, skills and experiences make you a competitive candidate against the [Leadership competencies for Queensland](#) (**Individual contributor**): Vision, Results and Accountability within the context of the essential requirements ‘role fit’ and responsibilities described under ‘about the role’.
- Your **current curriculum vitae/resume**, including two referees who can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, Aboriginal people and Torres Strait Islander people are encouraged to apply.

Applying online through the Smart Jobs and Careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'My SmartJob' account before submitting your online application.

By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.

If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online, please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange this.

Hand delivered applications will not be accepted.



## Additional Information

- Applicants are encouraged to read the *Queensland Corrective Services Applicant Information Guide* contained within the role advertisement. This Guide includes information on employee benefits, employment screening, applying for the role, the selection process and other additional information.
- The role description provides the minimum requirements for the role. The incumbent may be required to undertake other duties as required. There may be instances where the incumbent will be required to work hours outside the normal work hours.
- A non-smoking policy is effective in Queensland Government buildings, offices, and motor vehicle.
- Where a subsequent or recurring vacancy arises, either from the same centre/location or different centre/location from the advertised position, the vacancy may be filled from the order of suitability used to fill the original position. Applications will remain current for up to 12 months after the closing date.

