

From: s. 73(2) - No
To: Human Resources DL GRMA
Cc: CS Info; s. 73(2) - Not rel
Subject: FW: s. 73(2) - Not rel secondment extension s. 73(2) - Not r
Date: Friday, 26 February 2021 2:21:11 PM
Attachments: image007.png
image008.png
image009.png
s. 73(2) - No Q6 secondment extension.pdf
Fwd s. 73(2) - Not rel request to extend secondment until end of April 2021.msg
image001.png
image002.png
image003.png

Hi s. 73(2)

When you're in on Monday, can you please follow up with s. 73(2) secondment extension as he's on our payroll. You will know that payroll cut off is Monday COB, so any obstacles in the way, just shout out.

Thanks

s. 73(2) -

s. 73(2) - Not rel

Senior HR Consultant

Human Resources

**Department of State Development, Infrastructure, Local
Government and Planning**

P 07 s. 73(2) - Not r

Level 13, 1 William Street, Brisbane QLD 4000

PO Box 15009, City East QLD 4002

dsdti.qld.gov.au

I acknowledge the traditional custodians of the lands and waters of Queensland. I offer my respect to elders past, present and emerging as we work towards a just, equitable and reconciled Australia.



From: CS Info <CSInfo@dsdmip.qld.gov.au>

Sent: Friday, 26 February 2021 1:59 PM

To: s. 73(2) - Not relevant/ Out of scope

Cc:

Subject: s. 73(2) - Not relevant secondment extension s. 73(2) - Not relevant

Hi s. 73(2) - N

Can I please ask a huge favour? [s. 73(2) - Not relevant] secondment extension has been approved however the position number 750367 is a DLGMRA position.

The costs for the position will be transferred to ITS.

I've attached the DG approval and the home agency approval.

Is there someone in HR DLGMRA who could process this extension for us?

Apologies but [s. 73(2) - Not relevant] current end date is 28 February 2021 and Payroll cut-off is Monday 1st March.

Kind regards

[s. 73(2) - Not relevant/ Out of scope]

Senior Business Support Officer

Business Services Unit - Corporate

Department of State Development, Infrastructure, Local Government and Planning

P 07 [s. 73(2) - Not relevant]

Microsoft Teams – meet now

Level 39, 1 William Street, Brisbane QLD 4000

PO Box 15009, City East QLD 4002

dsdti.qld.gov.au

I acknowledge the traditional custodians of the lands and waters of Queensland. I offer my respect to elders past, present and emerging as we work towards a just, equitable and reconciled Australia.

From: [s. 73(2) - Not relevant/ Out of scope]

Sent: Thursday, 11 February 2021 5:01 PM

To: [s. 73(2) - Not relevant/ Out of scope]

Cc: CS Info <CSInfo@dsmip.qld.gov.au>

Subject: [s. 73(2) - Not relevant]

Good Afternoon [s. 73(2) - Not relevant]

The DG has approved for [s. 73(2) - Not relevant] to be extended in ITS. As he is on former DLGRMA (1044) Aurion and part of MoG, below is our suggested strategy for this is:

- Extend against current position in former DLGRMA Aurion
- EVR this position to report to ITS [s. 73(2) - Not relevant] please tell us what position number as you can

report across Aurion systems)

- Journal costs from Comms to ITS (will seek finance advise on best method either intercompany or other, not how to treat this in holding MoG stage)

Kind Regards

s. 73(2) - Not relevant

Principal Advisor

Work Pattern: Tuesday to Friday

Office of the Deputy Director-General, Corporate

Department of State Development, Infrastructure, Local Government and Planning

P 07 s. 73(2) - Not relevant

Level 38, 1 William Street, Brisbane QLD 4000

PO Box 15009, City East QLD 4002

dsdilgp.qld.gov.au



I acknowledge the traditional custodians of the lands and waters of Queensland. I offer my respect to elders past, present and emerging as we work towards a just, equitable and reconciled Australia.



From: [s. 73(2)]
To: [s. 73(2)]
Subject: FW: [s. 73(2)] request to extend secondment until end of April 2021
Date: Friday, 29 February 2021 1:20:27 PM
Attachments: [s. 73(2)].png
[s. 73(2)].png
[s. 73(2)].png
[s. 73(2)].png
[s. 73(2)].png

Hi team

Home agency approval of [s. 73(2)] extension.

Thanks [s. 7]

Get Outlook for iOS

From: [s. 73(2)] - Not relevant/ Out

Sent: Thursday, January 28, 2021 11:48 am

To: [s. 73(2)] - Not relevant/ Out

Cc: [s. 73(2)] - Not relevant/ Out

Subject: FW: [s. 73(2)] request to extend secondment until end of April 2021

From: [s. 73(2)] - Not relevant/ Out

Sent: Thursday, 28 January 2021 11:27

To: [s. 73(2)] - Not relevant/ Out of scope

Cc: [s. 73(2)] - Not relevant/ Out of scope

Subject: FW: [s. 73(2)] request to extend secondment until end of April 2021

Hi [s. 7] This request to extend [s. 73(2)] to 30 April 2021 is approved.

Thanks

[s. 7]

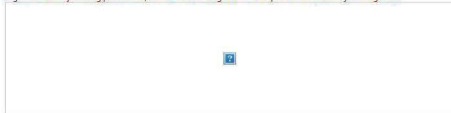
[s. 73(2)]

Manager
Metropolitan Region
Department of Employment, Small Business and Training

E [s. 73(2)] - Not relevant/ Out of scope W dsbtt.qlld.gov.au M [s. 73(2)]
Level 2 Circa Building, 1231 Sandgate Road, Nundah QLD 4012

Subscribe to the Small Business Connect newsletter to keep up to date on grants news and more.

We embrace workplace flexibility. If you are receiving this email outside of standard work hours please note that this is in alignment with my working preferences, and there is no obligation for a response out of ordinary working hours.



From: [s. 73(2)] - Not relevant/ Out

Sent: Thursday, 28 January 2021 11:20 AM

To: [s. 73(2)] - Not relevant/ Out of

Cc: [s. 73(2)] - Not relevant/ Out of

Subject: RE: [s. 73(2)] request to extend secondment until end of April 2021

Approved

[s. 73(2)]

Regional Director - Metropolitan Region
Department of Employment, Small Business and Training

E [s. 73(2)] - Not relevant/ Out of scope W dsbtt.qlld.gov.au

Subscribe to the Small Business Connect newsletter to keep up to date on grants news and more.

We embrace workplace flexibility. If you are receiving this email outside of standard work hours please note that this is in alignment with my working preferences, and there is no obligation for a response out of ordinary working hours.



From: [s. 73(2)] - Not relevant/ Out

Sent: Thursday, 28 January 2021 9:34 AM

To: [s. 73(2)] - Not relevant/ Out

Subject: FW: [s. 73(2)] request to extend secondment until end of April 2021

Hi [s. 7] - See below. Are you ok to approve this extension?

[s. 7]

From: [s. 73(2)] - Not relevant/ Out

Sent: Wednesday, 27 January 2021 5:12 PM

To: [s. 73(2)] - Not relevant/ Out

Cc: [s. 73(2)] - Not relevant/ Out

Subject: RE: [s. 73(2)] request to extend secondment until end of April 2021

Hi [s. 7]

Apologies for any inconveniences I'm causing but DSDILGP have asked if I can stay on until the end of April 2021; to which I have agreed pending approval from you and DESBT HR.

Also [s. 73(2)] would like to contact you tomorrow if you're available to discuss the details.

[s. 73(2)] info below:

[s. 73(2)]

Enterprise Architect
Information & Technology Services, Corporate
Department of State Development,
Infrastructure, Local Government and Planning

[s. 73(2)] - Not relevant/ Out

Thanks [s. 7] and apologies again for any issues created.

Cheers

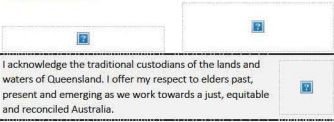
[s. 7]

PS. Max 2 years secondment allowed by DESBT so the end of April would be right on the money.

[s. 73(2)]

Senior SharePoint/Microsoft 365 Developer
Strategic Communications
Department of State Development,
Infrastructure, Local Government and Planning

[s. 73(2)] - Not relevant/ Out



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waters of Queensland. I offer my respect to elders past,
present and emerging as we work towards a just, equitable
and reconciled Australia.

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RTI RELEASE

Savings and Debt recruitment schedule

Submission Monday, 8 February 2021

Total: 1

Ref No.: DSDILGP 21-88

Ref No.: DSDILGP 21-103

Internal - Senior SharePoint/Microsoft 365 Developer (PN: TBC)			
Position Details	Team	Corporate ITS ORG: 3472	Position TBC - AO6 Senior SharePoint/Microsoft 365 Developer Temporary, Fixed location - Brisbane CBD
	Funding	FTE available: 1 Funding type: Base Available from: Immediately Duration: To 30 April 2021	Strategy Fill Type: Internal Recruitment Activity: Secondment in extension Advert. Strategy: Not applicable
Business Rationale	Requesting approval for	Request to extend the secondment of s. 73(2) - Not rele to 30 April 2021, within ITS. Fixed location reason: Position is part of a service delivery team, of which majority of clients are in Brisbane CBD.	Criticality of role to delivery of government s. 73(2) - Not rele has extensive experience in Sharepoint development at a level not presently available in the department. It is anticipated that s. 73 will work in ITS to redevelop Engage into "Our Focus" and provide the stage one combined intranet for the new Department. He will be instrumental in increasing the department's ability to use the intranet as a shared system.
	Impact if this role is not filled	A contractor would need to be sourced at potentially much higher cost, as this skillset is not available. The shutdown of the MyFocus sites will save >\$100k and this position will generate further savings.	Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: Yes Confidence resource can be found in Public Sector: Yes
	Employee details	Sch. 4(4)(6) - Disclosing personal information	
Endorsement	Division Delegate	Outcome: Comments:	HR Delegate s. 73(2) - Not relevant/ C PSC or CBRC req.?: Comments:
	Finance Delegate	s. 73(2) - N FTE available: Funding available: Impact savings target: Yes Comments:	
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED Comments:	(Signature) Damien Walker, Director-General DSDILGP Date: 10 / 2 / 2020

From: s. 73(2) - Not r
To:
Subject: FW: QSS HR4704282: s. 73(2) - Not Secondment IN Extension Coming Soon | Sch. 4(4)(6)
Date: Monday, 1 March 2021 11:36:52 AM

FYI – nearly there!

From: Queensland Shared Services <qss@hpw.qld.gov.au>
Sent: Monday, 1 March 2021 11:32 AM
To: s. 73(2) - Not relevant/ Out of scope
Subject: QSS HR4704282: s. 73(2) - Not releva Secondment IN Extension Coming Soon | Sch. 4(4)(6) -

Thanks s. 73(2)

I have extended his secondment till current fortnight 12/03 to avoid costing error. Will process secondment extension once we receive my appointment.

If you have any questions please don't hesitate to contact us.

Regards

s. 73(2) - Not relevant/

Service Delivery Officer | Payroll and Establishment Services
Queensland Shared Services | Department of Housing and Public Works
Ph: 1300 146 370

Record Details:

Number: HR4704282

Function: Payroll

Client Status: New

Created: 26-02-2021 15:54:07

RTI RELEASE

From: s. 73(2) - Not relevant/ Out of scope
To: [\[redacted\]](#)
Subject: Staff Appointment Approved - s. 73(2) - Not relevant/ Out of scope
Date: Monday, 1 March 2021 11:09:18 AM

Notice to Hiring Manager: Staff Appointment Approved

The below staff appointment has been approved by the Approving Officer. It has been sent to QSS Appointments for processing. Providing you have supplied complete and accurate information on the form and relevant attachments you can expect to see the appointment process completed within 5 working days. You will receive an email when the appointment letter has been completed and sent to the appointee. Once completed your appointment documentation will be on forwarded to QSS Payroll for processing.

Appointment:	s. 73(2) - Not relevant/ Out of scope
Appointment Id:	2021-003484
Appointment JAR:	N/A
Appointment Lodged:	01 March 2021 10:43:49 AM
Appointment Type:	Secondment Extension
Agreed Commencement Date:	01-March-2021 to 30-April-2021

[Click here](#) to view the details of staff appointment.
[Click here](#) to view a list of staff appointments that you have raised.

This email has been automatically generated by My.Appointment. Do not reply to this message.

If you have further enquiries, [click here](#) to send an email to QSS Service Desk.

RTI RELEASE

From: my.appointment@dsiti.qld.gov.au
To: s. 73(2) - Not relev
Subject: Staff Appointment Processed by QSS Appointments - s. 73(2) - Not relevant/ Out
Date: Friday, 5 March 2021 5:34:06 PM

Notice to Hiring Manager: Staff Appointment Application Processed by QSS Appointments

The below appointment/employee movement has been processed by QSS Appointments and the appointment letter sent where required.

Appointment:	s. 73(2) - Not relevant/ Out of scope
Appointment Id:	2021-003484
Appointment Lodged:	01 March 2021 10:43:49 AM
Appointment Type:	Secondment Extension
Agreed Commencement Date:	01-March-2021 to 30-April-2021

[Click here](#) to view the details of this staff appointment.
[Click here](#) to view a list of staff appointments that you have raised.

This email has been automatically generated by My.Appointment. Do not reply to this message.

If you have further enquiries, [click here](#) to send an email to QSS Service Desk.

RTI RELEASED

s. 73(2) - Not relevant/

From: PSC Secretariat <pscsecretariat@psc.qld.gov.au>
Sent: Friday, 26 February 2021 8:47 AM
To: s. 73(2) - Not relevant
Cc: s. 73(2) - Not relevant; Human Resources (DI); Human Resources DLGRMA
Subject: PSC Board decision - recruitment approval DSDILGP

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Service Commitment level: Met, Group: external party, Query type: Simple, Topic: Recruitment and Selection, Lead: s. 7

Good morning,

The PSC Board has now considered and approved the following recruitment requests (in accordance with comments on the right).

Role title	Classification	Number of roles	Role type	Notes
s. 73(2) - Not relevant/ Out of scope				
Manager - Digital, Media and Communications	AO8	1	Permanent	• Board approves closed merit recruitment within the public sector
Web Publisher, Media and Communications	AO3	1	Permanent	• Board approves closed merit recruitment within the public sector

Please let us know if you have any queries.

Kind regards
PSC Secretariat

[Redacted]
Director, Strategic Workforce Futures
Public Service Commission

[Redacted] Sch. 4(4)(6) - Dis
[Redacted]
Contact me on [Microsoft Teams](#)



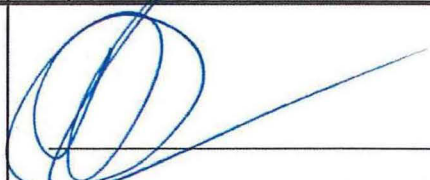
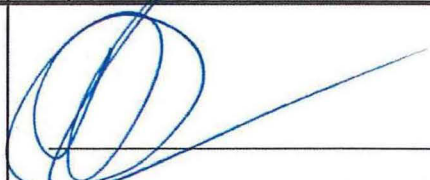
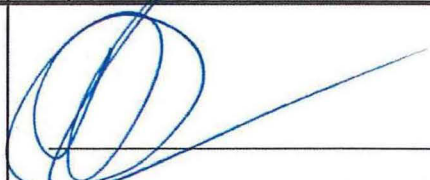
Talent Now | Looking for your next career opportunity?
Register at forgov.qld.gov.au/talent-now

Savings and Debt recruitment schedule

Submission Monday, 15 February 2021

Total: 47

Ref No.: DSDILGP 21-137

External - Senior Communication Officer (PN: 724084)													
Position Details	<table border="1"> <tr> <td>Team</td> <td>Corporate Media & Communication ORG: 3485</td> <td>Position</td> <td>724084 - AO6 Senior Communication Officer Permanent, Fixed location - Brisbane CBD</td> </tr> <tr> <td>Funding</td> <td>FTE available: 1 Funding type: Base Available from: 15/03/21 - 25/03/22 Duration: 12 mths</td> <td>Strategy</td> <td>Fill Type: External Recruitment Activity: Advertise and fill a temporary position (must go to PSC/CBRC) Advert. Strategy: Qld Government - Smarts Jobs</td> </tr> </table>	Team	Corporate Media & Communication ORG: 3485	Position	724084 - AO6 Senior Communication Officer Permanent, Fixed location - Brisbane CBD	Funding	FTE available: 1 Funding type: Base Available from: 15/03/21 - 25/03/22 Duration: 12 mths	Strategy	Fill Type: External Recruitment Activity: Advertise and fill a temporary position (must go to PSC/CBRC) Advert. Strategy: Qld Government - Smarts Jobs				
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Business Rationale	<table border="1"> <tr> <td>Requesting approval for</td> <td>Requesting approval to advertise for Senior Communication Officer while substantive holder Sch. 4(4)(6) - Disc from 15 March 2021 to 25 March 2023. Fixed location reason: N/A</td> <td>Criticality of role to delivery of government</td> <td>Supports the Communication Manager role for IER especially with the now increased role in supporting communication of regional economic recovery plans and the addition of BQ to this team.</td> </tr> <tr> <td>Impact if this role is not filled</td> <td>The existing communication resource will not be able to adequately support IER's expanded remit.</td> <td>Additional</td> <td>Recruitment within FTE cap: Yes Attempted to fill within existing resources: No Confidence resource can be found in Public Sector: Yes</td> </tr> <tr> <td>Employee details</td> <td>(Temp extend / transfer / etc. only) N/A</td> <td></td> <td></td> </tr> </table>	Requesting approval for	Requesting approval to advertise for Senior Communication Officer while substantive holder Sch. 4(4)(6) - Disc from 15 March 2021 to 25 March 2023. Fixed location reason: N/A	Criticality of role to delivery of government	Supports the Communication Manager role for IER especially with the now increased role in supporting communication of regional economic recovery plans and the addition of BQ to this team.	Impact if this role is not filled	The existing communication resource will not be able to adequately support IER's expanded remit.	Additional	Recruitment within FTE cap: Yes Attempted to fill within existing resources: No Confidence resource can be found in Public Sector: Yes	Employee details	(Temp extend / transfer / etc. only) N/A		
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Employee details	(Temp extend / transfer / etc. only) N/A												
Endorsement	<table border="1"> <tr> <td>Division Delegate</td> <td>Outcome: Comments: Endorsed in Source Notes</td> <td rowspan="2">HR Delegate</td> <td rowspan="2"> s. 73(2) - Not relev PSC or CBRC req.?: PSC Comments: Business Unit requests the backfilling of the role for a period of 12 months. Sch. 4(4)(6) - Disclosing pers Sch. 4(4)(6) - External advertising of the role on Smartjobs will require PSC Board approval. </td> </tr> <tr> <td>Finance Delegate</td> <td>s. 73(2) - N FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE.</td> </tr> </table>	Division Delegate	Outcome: Comments: Endorsed in Source Notes	HR Delegate	s. 73(2) - Not relev PSC or CBRC req.?: PSC Comments: Business Unit requests the backfilling of the role for a period of 12 months. Sch. 4(4)(6) - Disclosing pers Sch. 4(4)(6) - External advertising of the role on Smartjobs will require PSC Board approval.	Finance Delegate	s. 73(2) - N FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE.						
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DG Decision	<table border="1"> <tr> <td>Outcome</td> <td> <p style="text-align: center;">APPROVED / DECLINED / DEFERRED</p> <p>Comments:</p> </td> <td> <p style="text-align: right;">(Signature) </p> <p>Damien Walker, Director-General DSDILGP Date: 18/2/2021</p> </td> </tr> </table>	Outcome	<p style="text-align: center;">APPROVED / DECLINED / DEFERRED</p> <p>Comments:</p>	<p style="text-align: right;">(Signature) </p> <p>Damien Walker, Director-General DSDILGP Date: 18/2/2021</p>									
Outcome	<p style="text-align: center;">APPROVED / DECLINED / DEFERRED</p> <p>Comments:</p>	<p style="text-align: right;">(Signature) </p> <p>Damien Walker, Director-General DSDILGP Date: 18/2/2021</p>											

Nomination for appointment

Must be completed for appointments made from an advertised vacancy

Important note for those completing this form

The purpose of this form is for a selection panel to provide their recommendation as to the most suitable candidate/s for appointment to an advertised vacancy. It is the delegated officer's responsibility to appoint or not based on the information provided on this form.

In order for the delegate to make an informed decision, the "justification for selection decision" section must provide a summary of each interviewed candidate's capability and capacity for undertaking the advertised role to the point where the delegate can make the decision whether to appoint the recommended candidate/s or not.

The summary of each candidate must provide specific details about the candidates capabilities and capacities in line with the points listed under "are you the right person for the job" in the role description.

Candidates are to be ranked in an order of merit for appointment. Unsuitable candidates must not be given a "rank in order of merit", instead it should be stated on the form that they are "unsuitable for appointment to this role".

Failure to prepare a justifiable summary of each candidates merit against the listed points on the role description may result in an appeal against the decision under Section 194 of the Public Service Act 2008.

The assessment of candidates must reflect the core capabilities of the CLF that were stated on the advertised role description.

Please contact Human Resources branch if you require any advice or assistance with the completion of this form.

[Sections marked like this are guidelines for completing the form. These sections should be deleted as the form is completed].

Nomination for appointment

CONFIDENTIAL

To:

(Correct Delegate can be verified via the Departmental Human Resources Delegations Schedule on Focus)

Phone:

From:

Subject

Nominations for appointment to an advertised vacancies

Date

30/08/2021

Vacancy ref no's.

The person recommended for appointment to this position

(Please note – if more than one person is being appointed from this process refer to the attachment at the back of this document)

Name:

s. 73(2) - Not relevant

Proposed commencement date:

12/10/2021

Position title

Senior Communications Officer

Work Unit/Division Planning

Department of State Development, Infrastructure, Local Government and

Duration of appointment if temporary appointment

From 12/10/2021 To 31/01/2022

Position number 724080

*Classification level and pay point A06 / 1

***Please note: Recommendations for pay points above the lowest level must be made prior to finalising any offer made. Justification, including evidence, must be provided in order to remunerate that applicant at a pay point higher than the lowest pay point within a classification (Refer to the human resource delegations on Focus).**

Location of position

Brisbane

Job ad reference QLD/ 382452

Advertising date 5/8/2021

Closing date for applications

19/08/2021

Dates of interviews and/or other selection techniques

24/08/2021

Appointee's immediate supervisor will be: Name:

s. 73(2) - Not relevant

Position: Manager

Conflict of interest consideration:

Nil conflicts of interests.

Justification for recommendation: The undermentioned candidate was short-listed. Summary comments regarding the panel's assessment of the candidates and order of merit are provided below.

Assessment Strategies

- Interview
- Referee checks

Pre-Employment Checks

Sch. 4(4)(6) - Disclosing

Merit Assessment

Name	s. 73(2) - Not relevant/ Out of scope
Overview	Sch. 4(4)(6) - Disclosing personal information
Merit Assessment	
Conclusion	

RTI RELEASE

Panel certification

The panel certifies that the selection process has been conducted in accordance with the *Public Service Act 2008* and the directive relating to recruitment and selection.

Chairperson Name:	[REDACTED]
Position Title:	Acting Executive Director
Branch/Division:	DSDILGP
Signature:	[REDACTED]
Date:	30/08/2021

Selection Panel Member Name:	[REDACTED]
Position Title:	Acting Planning Communications Manager
Organisation:	DSDILGP
Signature:	[REDACTED]
Date:	30/08/2021

RTI RELEASED

Decision

Appointment Recommendation:

Approved

In approving this appointment, I am satisfied that the recommendation (*and order of merit – if relevant*) reflects the comparative merits of the applicants, and the selection process has been conducted in accordance with the *Public Service Act 2008* and the directive relating to recruitment and selection.

Not Approved

Delegate's comments:

I have made my decision after reviewing the following material provided to me by the panel:

- position description
- selection report
- application material of the recommended applicant and all applicant's assessed as meritorious
- referee reports for recommended applicant

Name:	[REDACTED]
Position Title and Group:	Acting Executive Director - Communications DSDILGP
Signature:	[REDACTED]
Date:	30/08/2021

RTI

Karen Paraskevas

From: s. 73(2) - Not relevant
Sent: Wednesday, 6 October 2021 3:32 PM
To: s. 73(2) - Not relevant/ Out of scope
Subject: [Redacted]

HPE CM: SEAWC Clearance



s. 73(2) - Not relevant

Reply Reply All

Hi s. 73(2) - Not relevant

The following roles have been cleared by PSC:

AO3 Web Publisher (PN709773)
AO6 Senior Communication Officer – State Development (PN731608)
AO6 Senior Communication Officer – Infrastructure and Economic Recovery (PN747368)
SO Director -Digital Communication (PN747368)
AO8 Digital Manager (PN724068)

s. 73(2) - Not relevant/ Out of scope

Cheers s. 73(2) - Not relevant



s. 73(2) - Not relevant
HR Officer
People and Performance
Department of State Development, Infrastructure, Local Government and Planning

s. 73(2) - Not relevant
Level 16, 1 William Street, Brisbane QLD 4000
PO Box 15009, City East QLD 4002
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Kind Regards



s. 73(2) - Not rele

Business Support Officer
Media & Communication
Department of State Development, Infrastructure,
Local Government and Planning

Microsoft teams – [meet now](#)

P s. 73(2) - Not r

Level 39, 1 William Street, Brisbane QLD 4000
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RTI RELEASE

Savings and Debt recruitment schedule

Submission Monday, 15 February 2021

Total: 47

Ref No.: DSDILGP 21-142

Position Details		Team	Position
External - Web Publisher (PN: 709773)		Corporate Media & Communication ORG: 3485	709773 - AO3 Web Publisher Permanent, Fixed location - Brisbane CBD
Funding		FTE available: 1 Funding type: Base Available from: 1/03/2021-31/01/2022 Duration: 10 mths	Strategy Fill Type: External Recruitment Activity: Advertise and fill a temporary position (must go to PSC/CBRC) Advert. Strategy: Qld Government - Smarts Jobs
Business Rationale	Requesting approval for	Requesting approval for position to be advertised/filled temporarily Sch. 4(4)(6) - Disclosing personal information return 31 January 2022. Fixed location reason: N/A	Criticality of role to delivery of government Continue support for the growing demand for web publishing in the digital team which helps communicate to our broad digital audiences the department's efforts to support government priorities.
	Impact if this role is not filled	Risks are less content published and a lesser quality achieved.	Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: No Confidence resource can be found in Public Sector: Yes
	Employee details	(Temp extend / transfer / etc. only) N/A	
Endorsement	Division Delegate	Outcome: Comments: Endorsed in Source Notes	HR Delegate s. 73(2) - Not relev PSC or CBRC req.?: PSC Comments: Business Unit requests the external advertising and backfilling of the role for 10 months Sch. 4(4)(6) - Disc
	Finance Delegate	s. 73(2) - No FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE.	Sch. 4(4)(6) - Disc The external advertising of the role on smartjobs will require PSC Board Approval.
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED	(Signature) Damien Walker, Director-General DSDILGP Date: 15/2/2021

s. 73(2) - Not relevant/ C

From: s. 73(2) - No
Sent: Thursday, 11 March 2021 8:46 AM
To: CS Info
Subject: RE: Confidential
Attachments: Notification of Outcome s. 73(2) - Not relevant/ C

Dear s. 73(2) - N

Please see attached letter with the typo amended.

Kind Regards

s. 73(2) - Not relevant/ Out of scope

Senior HR Consultant
People and Performance
Department of State Development,
Infrastructure, Local Government and Planning

s. 73(2) - Not relevant/ Out of scope

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From: CS Info <CSInfo@dsdmip.qld.gov.au>
Sent: Thursday, 11 March 2021 8:42 AM
To: s. 73(2) - Not relevant/ Out of scope
Cc: CS Info <CSInfo@dsdmip.qld.gov.au>
Subject: RE: Confidential

Good Morning s. 73(

Congratulations on the great feedback!

I am processing the my.appointment form and noticed that on the notification of outcome letter the salutation indicates "Mr" but in Aurion against s. 73(2) name its indicated as "Ms". As I am new and have never met s. 73(can you confirm the salutation for me please?

Also am I able to confirm the information below is correct?:

2.11 Legally can work in Australia*

- I have confirmed that the appointee is an Australian citizen, New Zealand citizen, or Australian
 I have confirmed the appointee holds an appropriate visa to work in Australia that is valid for the
Visit [Hiring someone in Australia](#) to see the documents required.

2.12 Qualifications, Registrations and/or Licences

(Include here qualifications to support AO2 payment justification)

Do mandatory qualifications apply to this appointment as specified in the role description* Yes

2.13 Early Retirement, Redundancy, Retrenchment (VER) or Voluntary Separation Package (VSP)*

I have confirmed with the appointee that they have;

- a) not received a VER, VSP or Voluntary Medical Retirement benefit, or
- b) received a VER, VSP or Voluntary Medical Retirement benefit, and that a severance payment
- c) received a VER, VSP or Voluntary Medical Retirement benefit, and that a severance payment

within the last 12 months (VER) or within the last 3 years (VSP).

Where the appointee has received a Voluntary Medical Retirement benefit a medical clearance has

I also understand that recovery of any kind is the client's responsibility.

Helpful hint - For further information contact your local HR area

Kind regards

Kind regards

s. 73(2) - Not relevant/ Out

Senior Business Support Officer
Business Services Unit - Corporate
Department of State Development, Infrastructure, Local Government
and Planning

s. 73(2) - Not relevant

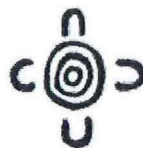
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From: [Redacted] s. 73(2) - Not relevant/ Out of scope
Sent: Thursday, 11 March 2021 8:37 AM
To: [Redacted] s. 73(2) - Not relevant/ Out of scope
Cc: [Redacted] s. 73(2) - Not rel
[Redacted] s. 73(2) - Not relevant/ Out of scope CS Info <CSInfo@dsmip.qld.gov.au>
Subject: RE: Confidential

Dear All

Thank you for your feedback. I feel gracious to work with all.

I would like to dedicate this feedback to my team who have been supportive of the work we accomplished during many challenging situations.

Look forward to delivering further outcomes on behalf of the team.

Kind Regards

[Redacted] s. 73(2) - Not relevant/ Out of scope
Senior HR Consultant
People and Performance
Department of State Development,
Infrastructure, Local Government and Planning

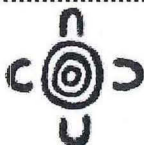
[Redacted] s. 73(2) - Not relevant/ Out of scope
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From: [Redacted]
Sent: Thursday, 11 March 2021 8:31 AM
To: [Redacted] s. 73(2) - Not relevant/ Out of scope
C [Redacted] s. 73(2) - Not
[Redacted] s. 73(2) - Not relevant/ Out of scope CS Info <CSInfo@dsmip.qld.gov.au>
Subject: RE: Confidential

Thank you [Redacted] s. 73(2) for noticing [Redacted] s. 73(2) warm, practical, helpful communication. It's true [Redacted] s. 73(2), we really like it – thank you.

Regards

[Redacted]
Deputy Director-General

Corporate

Department of State Development, Infrastructure, Local Government
and Planning

P [redacted] Sch. 4(4)(6) - Disclo
Level 39, 1 William Street, Brisbane, QLD 4000
PO Box 15009, City East QLD 4002
dsdilgp.qld.gov.au

From: [redacted] s. 73(2) - Not relevant/ Out of scope

Sent: Wednesday, 10 March 2021 7:30 PM

To: [redacted] s. 73(2) - Not relevant/ Out of scope

Cc: [redacted] s. 73(2) - Not relevant/ Out of scope CS Info

<CSInfo@dsdmip.qld.gov.au>

Subject: FW: Confidential

Hi [redacted] s. 73

I just wanted to say I thought your email below was very well written and thought out.

This was a tricky web of positions and history to get this one tied but you summarised very clearly and concisely below. Thank you for your efforts in clarifying this for the many parties involved. Your hard work and excellent communication does not go unnoticed and this is not the only example of your very good work. Well done [redacted] s. 73(2)

Kind Regards

[redacted] s. 73(2) - Not rele

Principal Executive Officer
Corporate
Department of State Development, Infrastructure, Local Government
and Planning

[redacted] s. 73(2) - Not relevant/ Out of scope

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From: [redacted] s. 73(2) - Not relevant/ Out of scope

Sent: Wednesday, 10 March 2021 2:21 PM

To: [redacted]

[redacted] s. 73(2) - Not relevant/ Out of scope

Cc: [Redacted] CS Info <CSInfo@dsdmip.qld.gov.au>

Subject: FW: Confidential

Dear [Redacted] and BSU Team

Following on from [Redacted] acceptance, I have some further details which will hopefully assist you in processing the My.Appointment form for [Redacted] permanent conversion.

When you commence the My.Appointment online form you will not need to attach a copy of the outcome letter sent to [Redacted] in the system, however I have included the relevant information below to assist in completing the My.Appointment form:

- Where it asks if the role is advertised, **select 'no'**.
- Complete the necessary details relating to the employee and the position details – you may need to confirm the correct position number (**724064**) with Finance.
- As [Redacted] is being converted to a permanent AO6 position she will retain her existing pay point – [Redacted] is currently an **AO6 Scf**.
- Enter [Redacted] Sch. 4(4)(6) - Disclosing personal information
- At the end of the online form there is a text box for 'additional information'. If you can include the following details:

This is a permanent conversion under directive 9/20 (delegate approval ref: **OUT21/1041**).

Once you complete/submit the form it will require approval from another person. The system doesn't require the actual delegate to approve it, rather someone who has sighted the delegate approval can do this in the system.

If you have any queries in relation to the My.Appointment system, [Redacted] in our team is also available on [Redacted] to talk through the online form.

Kind Regards

[Redacted]

Senior HR Consultant
People and Performance
Department of State Development,
Infrastructure, Local Government and Planning

[Redacted]

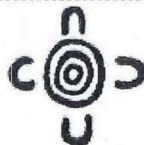
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From [Redacted]

Sent: Wednesday, 10 March 2021 2:11 PM

To [s. 73(2) - Not relevant/ Out of scope]

Subject: RE: Confidential

Dear [s. 73(2)]

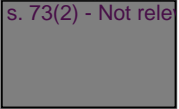
Thank you for your email and the great news of an offer of permanent employment with the department.

I'm very pleased to accept the offer.

Thank you very much for your assistance with the review process.

Kind regards,

[s. 73(2) - Not rele]



Senior Communication Officer
Media and Communication
Department of State Development,
Infrastructure, Local Government and Planning

[s. 73(2) - Not relevant/ Out of scope]

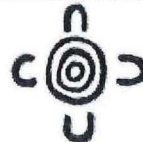
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From: [s. 73(2) - Not relevant/ Out of scope]

Sent: Wednesday, 10 March 2021 2:06 PM

To: [s. 73(2) - Not relevant/ Out of scope]

Subject: RE: Confidential

Dear [s. 73(2)]

As a result of your review of your fixed term temporary employment status, I am pleased to confirm an offer of permanent employment as detailed in the attached letter.

It would be appreciated if you could confirm acceptance of this offer via email to [s. 73(2) - No] Senior Human Resource Consultant, at which time appointment paperwork will be processed.

Please feel free to contact me should you wish to discuss this matter.

Kind Regards

[s. 73(2) - Not relevant/ Out of scope]

Senior HR Consultant

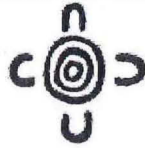
People and Performance
Department of State Development,
Infrastructure, Local Government and Planning

s. 73(2) - Not relevant/ Out of scope

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From: s. 73(2) - Not relevant/ Out of scope

Sent: Monday, 15 February 2021 11:08 AM

To: s. 73(2) - Not relevant/ Out of scope

Subject: Confidential

Dear s. 73(2)

In accordance with *Directive 09/20 – Fixed term temporary employment (the Directive)*, the department must review the status of a fixed term temporary employee's employment where the employee has been continuously employed for two years or more in the same agency and each additional year thereafter where the employee is continuously employed as a fixed term temporary employee in the department.

This review considers whether the fixed term temporary status of an employee should continue or whether the employee should be converted to permanent.

As your service fits within the above criteria, your status as a fixed term temporary employee is being reviewed. Please find attached a copy of the letter and *the Directive* for your reference.

Please do not hesitate to contact me if you would like to discuss the review process further.

Kind Regards

s. 73(2) - Not relevant/ Out of scope

A/Principal HR Consultant
People and Performance
Department of State Development,
Infrastructure, Local Government and Planning

s. 73(2) - Not relevant/ Out of scope

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RTI RELEASE

s. 73(2) - Not relevant/ O

From:

s. 73(2) - Not relevant/ Out of scope

Sent:

Thursday, 11 March 2021 11:38 AM

To:

s. 73(2) - Not relevant/ Ou

Subject:

Staff Appointment Approved

s. 73(2) - Not relevant/ Out of s

Categories:

s. 73(2)

Notice to Hiring Manager: Staff Appointment Approved

The below staff appointment has been approved by the Approving Officer. It has been sent to QSS Appointments for processing. Providing you have supplied complete and accurate information on the form and relevant attachments you can expect to see the appointment process completed within 5 working days. You will receive an email when the appointment letter has been completed and sent to the appointee. Once completed your appointment documentation will be on forwarded to QSS Payroll for processing.

Appointment:	s. 73(2) - Not relevant/ Out of scope
Appointment Id:	Sch. 4(4)(6) - Disclosing personal inf
Appointment JAR:	N/A
Appointment Lodged:	11 March 2021 08:28:40 AM
Appointment Type:	Permanent Appointment
Agreed Commencement Date:	04-March-2021

[Click here](#) to view the details of staff appointment.

[Click here](#) to view a list of staff appointments that you have raised.

This email has been automatically generated by My.Appointment. Do not reply to this message.

If you have further enquiries, [click here](#) to send an email to QSS Service Desk.



Department of
State Development, Infrastructure,
Local Government and Planning

Our ref: OUT21/714
Your ref: OUT21/1041

4 March 2021

s. 73(2) - Not relevant/ Out

Sch. 4(4)(6) - Disclosing personal info

s. 73(2) - Not relevant/ Out of scope

Re: Notice of temporary to permanent employment status outcome

Your status as a fixed term temporary employee has been reviewed in accordance with *Directive 09/20 – Fixed Term Temporary Employment (the Directive)*.

I am pleased to let you know I have determined that there is a continuing need for your role and skills in the department and subsequently would like to offer you permanent employment as follows:

Role: Senior Media Officer
Classification: AO6 [Sch]
Unit: Media and Communications
Division: Corporate
Location: Brisbane
Attendance Type: Full-time (36:15 hours)

Please confirm your decision to either accept or not accept this offer of permanent employment by contacting [s. 73(2) - Not relevant/ Out of scope] A/Principal Human Resource Consultant via email at [s. 73(2) - Not relevant/ Out of scope]

I would like to thank you for your valuable contribution to the Department of State Development, Infrastructure, Local Government and Planning and wish you well in your continuing career with us.

Yours sincerely

Deputy Director-General
Corporate

s. 73(2) - Not relevant/ C

From: QSS Appointments Recruitment <Appointments.Recruitment@hpw.qld.gov.au>
Sent: Thursday, 18 March 2021 2:05 PM
To: s. 73(2) - Not rele
Subject: Senior Media Officer,04/03/2021
Attachments: 2021-004190.pdf

Categories: s. 73(2)

Dear s. 73(2) -

Queensland Shared Services (QSS) provides a range of corporate service activities, including appointment and payroll processes, on behalf of your employing department.

QSS has attached a letter providing details of your appointment to the above position.

If other information is attached, could you please read this carefully and follow the instructions provided.

Should you have any queries regarding this email, please contact your supervisor.

HR Services
Queensland Shared Services

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Please note: the Department of Housing and Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

Job Ad Reference: Directive 09/20

18 March 2021

s. 73(2) - Not relevant/

Sch. 4(4)(6) - Disclosing personal informa

Dear s. 73(2) - Not

Congratulations! I'm pleased to confirm your role with Department of State Development, Manufacturing, Infrastructure and Planning. I believe you'll be a valuable addition to the team and make a difference to the lives of Queenslanders.

Your appointment

Role	Senior Media Officer Media and Communication Office of the Director-General, Economic Policy & Communications Department of State Development, Manufacturing, Infrastructure and Planning
Location	Brisbane
Start date	4 March 2021
Employment status	Permanent Full-time
Classification level	AO6 s. 73(2) - Not
Hours per fortnight	72 hrs 30 mins
Salary per fortnight	Sch. 4(4)(6) -
Allowances	Not Applicable
Probation period	Not Applicable
Award	Queensland Public Service Officers and Other Employees Award – State 2015
Certified Agreement	State Government Entities Certified Agreement 2019
Basis of appointment	Public Service Act 2008

Conditions of employment and entitlements

We expect you'll perform to the highest standard and be personally accountable in everything you do. In return, we're committed to providing you with every opportunity to learn, grow, and achieve to the highest level of your ability.

You'll have the opportunity to discuss your performance plan with your supervisor shortly after you start.

The Queensland Government assigns a classification level to each role. This determines your salary and level of responsibilities and allows for transfers or secondments to similar roles within your classification level if needed.

Working for the Queensland Government

The Queensland Government is the state's largest employer. We provide an inclusive and diverse workplace, and develop and promote our people based on skill and capabilities, irrespective of gender, ethnicity, generation, sexual orientation or disability.

Our people are passionate about making Queensland better through what they do. We reward them with competitive pay and conditions, and a flexible working environment that provides a healthy blend of work and life.

Please keep this letter as your record of employment. We don't need you to sign and return it. If you have any further questions, please contact your supervisor.

Congratulations again. I hope your work with us is challenging, rewarding and enjoyable.

Yours sincerely



Executive Director
Service Delivery
Queensland Shared Services
Department of Housing and Public Works

for Department of State Development, Manufacturing, Infrastructure and Planning

RTI RELEASED

JEMS ID: 39225

Multi-Media Officer

This position has been evaluated and moderated using the Job Evaluation Management System. Results are shown below:

Dpt StateDev, Manufacturing, Infrastructure&Plan'g
Corporate
Brisbane

Evaluated Position	Impact	Expertise	Judgement	Accountability	Total / Classification	JEMS ID / Effective Date
Multi-Media Officer	Advice	E+ 3 c+ 153	D- 4 144	D+ 1 d 134	431 AO6	39225 11/05/2021

Summary

5th May 2021 Review of 39124 Multi-Media Officer outcome AO5 level

The following information is provided as justification for each sub-factor:

EXPERTISE:

Knowledge: E+

Typical features of the work at this level would encompass the requirement to provide policy, professional, administrative or management advice or specialist consultancy services, directed at either the intra-agency or community level. Work performed at this level would be of a complex or specific nature. Skills would often be related to a program management activity or corporate service delivery support functions, and/or significant project or research work of a policy development, professional or program nature or directed towards improving corporate performance and/or undertaking high level reviews or investigations including the preparation of reports and associated papers.

The role is required to lead the creation, production and delivery of high-quality graphic design (print, infographics, illustrations) and multimedia (video, photographic, audio) assets and elements to promote the work of the department to a diverse range of stakeholders while meeting strategic commitments, as such the role is expected to have high-level project management skills to manage complex work with competing priorities and tight timeframes and knowledge and experience to supply high quality graphic design (print, infographics, illustrations) digital and multimedia products (video, audio and presentations) with high-level editing knowledge and skills. The role requires operational knowledge of video and audio equipment to operate video and audio equipment to conduct interviews, scope locations and organise talent, including live streaming experience and working with motion graphics and animations. It requires video production, photography and graphic design skills with high level editing and production skills and experience using industry standard software and systems including Adobe - Illustrator, InDesign, Photoshop and Premier Pro. It also requires project management skills and experience in managing digital and multi-media campaign and asset development from concept to completion.

Diversity: 3

Positions are closely focused on one activity, or for professional/ technical specialist positions, focused on a sub-discipline.

The purpose of the role is to provide a broad range of professional and specialist multi-media services for a diverse range of stakeholders and projects, while ensuring strategic objectives are met. The role will drive the department's external online digital and social channels and ensure consistency and strategic management of the department's brand.

Interpersonal Skills: c+

Position holders are actively involved and concerned to influence and convince others in the pursuit or achievement of specific and set objectives, rather than just asking for cooperation.

The role requires strong written and verbal communication skills to communicate with clients, suppliers and colleagues regarding the production of multi-media assets. It requires the ability to liaise and negotiate with stakeholders and clients to understand digital asset requirements and develop proposals and briefs to meet their needs. The role will liaise with a diverse range of stakeholders on both the technical and creative aspects of producing multimedia assets to suit the department's communication needs, ensuring a strategic alignment between client needs and department objectives. The role will develop ministerial and event and trade show presentations and multi-page pitch documents, brief external agencies to deliver multi-media and graphic design services and provide design advice and progress updates on projects.

JUDGEMENT:**Job Environment: D-**

Positions may be required to develop/modify operational methods or specific operational (as distinct from organisation-wide) policies, practices and standards, or to plan and organise scientific surveys or develop research projects. At this level positions would be constrained to a degree by subject matter precedent or methodology. Positions involved in the adaptation of guidelines or methods, or the relating of precedent to new situations which propose solutions that may affect the way work is performed by others beyond the immediate work environment. A typical process may include the collection and analysis of information, policies or procedures, in order to describe the status quo and provide a basis for the development of new options to vary "operational" policies, procedures and practices (as distinct from agency-wide policies).

The role is expected to drive and deliver activities and services including the creation, production, project management and delivery of high quality graphic design (print, infographics, illustrations) digital and multimedia products (video, audio and presentations) and quality photography and videography including image capture, video capture, conducting interviews and employing editing techniques. These activities must deliver engaging digital content solutions for a variety of channels including websites, social media, external (virtual) presentations and in-person events. The role is expected to attend Ministerial/Deputy Premier events to record interviews and gather visual content (often at short notice) to create high quality content and support the department and Minister. The role is expected to oversee and work on, several related multi-media activities that require coordination with other functions and stakeholders internal and external to the department.

Reasoning: 4

At this level a variety of alternatives must be analysed before choices can be made. Problem resolution is structured by established management systems, professional standards, budget parameters or known plant or equipment capacity. Problem resolution is also a frequent requirement. In most work situations, this means considering many influences. At this level work demands the conceptualisation, identification and development of ideas, consideration of alternative courses of action, addressing difficulties/problems in the work environment, devising action plans and advancing new approaches.

The role is expected to consider a variety of alternatives, including modifying and developing new methods, practices and ideas in order to suit client objectives and to resolve a wide range of problems and challenges and is required to understand and interpret client briefs to develop multi-media and graphic design assets that meet client needs. It is expected that the end products be of high quality and in line with the latest available techniques and effects for the production of digital visual multi-media and graphic design assets. The role will often be called on to develop creative concepts to meet objectives which may not be entirely clear, requiring the development of options that could suit multiple scenarios and will often be required to produce high quality and creative graphic design or multi-media assets under tight time pressure, from limited or pre-existing content. The role will also be required to film video content under tight timeframes, or with subjects (Ministers, DG, executives) who have little time, requiring an effective and efficient set-up of lighting, sound and video equipment. The role will be challenged with keeping pace with advancement in design technology, requiring the position to maintain knowledge of the latest techniques to maintain a timely and current appreciation of the design technologies that need to be employed.

ACCOUNTABILITY:

Impact: Advice

Independence and Influence: D+

Positions are specialists providing advice to supervisors who have a sound knowledge of the general discipline. In such cases the supervisor's focus is usually on management rather than on technical issues. Alternatively, positions would be providing advice which initiates new developments in either policy and program delivery or professional practice and precedent.

The role of, Multi-Media Officer, will be required to supervise an AO4 Communication Officer, an AO5 Multi Media officer and AO5 Graphic Designer, which includes setting priorities, timeframes, professional advice, training and quality control. The role is recognised as a critical reference point for a broad range of challenging multi-media activities, and provides advice and recommendations which influence decisions.

Scope / Impact: 1

The advice usually relates to the identification, design, conception, evaluation, analysis and/or resolution of specific issues and subjects affecting casework, systems, projects, work processes, services, products and/or efficiency/performance. Positions with Impact 1 will be in technical, professional or scientific disciplines having an advice focus. The advice affects the work of the immediate business unit region, activity or client/ customer group. The recipient of the advice is typically a client, customer or manager or professional position within the unit/region/business or external community. The advice or output usually relates indirectly to the achievement of organisational objectives. It typically relates to work processes, services, products etc.

The role is expected to provide a broad range of professional and specialist multi-media services for a diverse range of stakeholders and projects, while ensuring strategic objectives are met and will drive the department's external online digital and social channels and ensure consistency and strategic management of the department's brand. The role creates visual designs and multi-media assets that supports the delivery of the departments' strategic direction and is responsible for creating digital assets that reflect the corporate identity and for ensuring all designs produced for the department (if produced by external agencies) are aligned, with the implementation and reinforcement of the Department's corporate identity central to the position.

Authority / Responsibility: d

Positions are individually accountable within the agency/organisation for advice provided. Positions participate in the decision-making process with respect as to how the advice should be provided or used. Positions are not accountable for the acceptance of the advice. The position determines research methodologies and analysis techniques, and considers all factors which may influence outcomes and successful implementation. The integrity, validity and reliability of the advice lies principally with this position.

If you would like this outcome reviewed, please contact the Job Evaluation Unit to discuss.

A Position Details form is required by the Establishment section to reclassify/create this position.

s. 73(2) - Not relevant/ Out

Job Evaluation Officer, HR Advisory Services

s. 73(2) - Not relevant/ O

s. 73(2) - Not releva

Job Evaluation Officer, HR Advisory Services

s. 73(2) - Not relevant/ O

HR Advisory Services

Queensland Shared Services

Phone: 3021 5147

Email: jems@hpw.qld.gov.au

qss.service-now.com

s. 73(2) - Not relevant/ O

Job Evaluation Officer, HR Advisory Services

s. 73(2) - Not relevant/ O

RTI RELEASE

Nomination for appointment

CONFIDENTIAL

To: [Redacted] **Executive Director (Media and Communication)**
(Correct Delegate can be verified via the Departmental Human Resources Delegations Schedule on Focus)
From: [Redacted] **A/Manager (Digital and Design)** Phone: [Redacted] s. 73(2) - Not
Subject **Nominations for appointment to an advertised vacancies**
Date **18/06/2021** Vacancy ref no's. **DSDILGP-M&C-AO6**

The person recommended for appointment to this position
(Please note – if more than one person is being appointed from this process refer to the attachment at the back of this document)

Name: [Redacted] s. 73(2) - Not relevant

Proposed commencement date: **28/06/2021**

Position title: **Senior Multi-Media Officer**

Work Unit/Division: **Media & Communication**

Position number: **706751** *Classification level and pay point: **AO6** [Redacted] Sch.

Location of position: **Brisbane**

Job ad reference: **JEMS upgraded role Internal advertising only - DSDILGP-M&C-AO6**

Advertising date: **02/06/2021** Closing date for applications: **09/06/2021**

Dates of interviews and/or other selection techniques: **17/06/2021**

Appointee's immediate supervisor will be: Name [Redacted] s. 73(2) - Not rele Position **A/Manager (Digital & Design)**

Conflict of interest consideration: All panel members must declare any conflicts of interest and take appropriate action to address these before commencing assessment of applicants in a recruitment process.

All three applicants work within the team and known to the panel on a professional level and are able to make an objective assessment of all candidates merit irrespective of this fact.

Justification for recommendation: The undermentioned candidates were short-listed. Summary comments regarding the panel's assessment of the candidates and order of merit are provided below.

Assessment Strategies

Internal advertising only due to JEMS upgrade of current position within the team - 3 applications were received and interviewed for the role. The interview comprised five questions designed to test the core capabilities.

Pre-Employment Checks

Referee reports for s. 73(2) - Not relevant/ Out of scope

Merit Assessment

Name	s. 73(2) - Not relevant/ Out of scope
Overview	Sch. 4(4)(6) - Disclosing personal information

	Sch. 4(4)(6) - Disclosing personal information
Merit Assessment	[Redacted]
Conclusion	
Name	
Overview	Sch. 4(4)(6) - Disclosing personal information

RTI RELEASE

	Sch. 4(4)(6) - Disclosing personal information
Merit Assessment	
Conclusion	
Name	s. 73(2) - Not relevant/ Out of scope
Overview	Sch. 4(4)(6) - Disclosing personal information
Merit Assessment	
Conclusion	

RTI RELEASE

[repeat for all short-listed applicants]

Comparative Assessment

Recommended Applicant:

At interview, [s. 73(2) - Not relev] provided excellent responses to the panel's questions evidencing [Sch] ability to translate [Sch] experience, knowledge and skills exceeding the requirements of the position.

The panel's assessment was confirmed by referee report, who rated [Sch] as meeting requirements for the capabilities.

Sch. 4(4)(6) - Disclosing personal information

Additional information on the recommended applicant

N/A

Panel certification

The panel certifies that the selection process has been conducted in accordance with the *Public Service Act 2008* and the directive relating to recruitment and selection.

Chairperson
Name: [s. 73(2) - Not rel]
Position Title: A/Manager (Digital & Design)
Branch/Division: Media & Communication / Policy, Portfolio and Government Services Division
Signature: [s. 73(2) - Not rel]
Date: June 2021

Selection Panel Member
Name: [redacted]
Position Title: Director (Strategic Communication)
Organisation: Media & Communication / Policy, Portfolio and Government Services Division
Signature: [Sch. 4(4)(6) - Discl]
Date: 24 June 2021
My typed name above is my electronic confirmation of this nomination report

Selection Panel Member
Name: [redacted] [Sch. 4(4)(6) - Disclosing per]
Position Title: Director (Strategic Communication)
Organisation: Communication / Queensland Treasury
Signature: [redacted]
My typed name above is my electronic confirmation of this nomination report



Date:

June 2021

RTI RELEASE

Decision

Appointment Recommendation:

Approved

In approving this appointment, I am satisfied that the recommendation (*and order of merit – if relevant*) reflects the comparative merits of the applicants, and the selection process has been conducted in accordance with the *Public Service Act 2008* and the directive relating to recruitment and selection.

Not Approved

Delegate's comments:

[Provide any applicable instructions regarding the process e.g. :

- further information is required – additional information on the comparison between applicants to be provided
- further information is required – conduct additional assessment technique XXX
- no appointment is to be made – vacancy to be re-advertised / closed]

I have made my decision after reviewing the following material provided to me by the panel:

Insert list of all documents provided to the decision maker: e.g.

- position description
- short-listing matrix (including description of the strategy)
- selection report
- application material of the recommended applicant and all applicant's assessed as meritorious
- referee reports for recommended applicant(s)
- pre-employment check results (if relevant)

Name:	[Redacted]
Position Title and Group:	Executive Director Media and Communication / Policy, Portfolio and Government Services Division
Signature:	Sch. 4(4)(6) - Disclosing personal inform [Redacted]
Date:	29/6/21 June 2021

Jasmine Melit

From: QSS Appointments Recruitment <Appointments.Recruitment@hpw.qld.gov.au>
Sent: Tuesday, 6 July 2021 9:40 AM
To: s. 73(2) - Not relevant
Subject: Senior Multi Media Officer 05/07/2021
Attachments: 2021-011831.pdf

Dear s. 73(2) - Not relevant

Queensland Shared Services (QSS) provides a range of corporate service activities, including appointment and payroll processes, on behalf of your employing department.

QSS has attached a letter providing details of your appointment to the above position.

If other information is attached, could you please read this carefully and follow the instructions provided.

Should you have any queries regarding this email, please contact your supervisor.

HR Services
Queensland Shared Services

***** **Disclaimer** *****

The materials presented in this email are distributed by the Queensland Government as an information source only. The State of Queensland makes no statements, representations, or warranties about the accuracy or completeness of, and you should not rely on, any information contained in this publication. Despite our best efforts, the State of Queensland makes no warranties that the information in this publication is free of infection by computer viruses or other contamination. The Queensland Government disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete in any way, and for any reason. Read the [Queensland Government website privacy statement](#).

***** Disclaimer *****

The contents of this electronic message and any attachments are intended only for the addressee and may contain privileged or confidential information. They may only be used for the purposes for which they were supplied. If you are not the addressee, you are notified that any transmission, distribution, downloading, printing or photocopying of the contents of this message or attachments is strictly prohibited. The privilege or confidentiality attached to this message and attachments is not waived, lost or destroyed by reason of mistaken delivery to you. If you receive this message in error please notify the sender by return e-mail or telephone.

Please note: the Department of Housing and Public Works carries out automatic software scanning, filtering and blocking of E-mails and attachments (including emails of a personal nature) for detection of viruses, malicious code, SPAM, executable programs or content it deems unacceptable. All reasonable precautions will be taken to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld). Personal information will only be used for official purposes, e.g. monitoring Departmental Personnel's compliance with Departmental Policies. Personal information will not be divulged or disclosed to others, unless authorised or required by Departmental Policy and/or law.

Thank you.

Job Ad Reference: Directive 13/20

6 July 2021

s. 73(2) - Not relevant/ Out of

Sch. 4(4)(6) - Disclosing personal information

Dear s. 73(2) - Not relevant

Congratulations! I'm pleased to confirm your role with Department of State Development, Manufacturing, Infrastructure and Planning. I believe you'll be a valuable addition to the team and make a difference to the lives of Queenslanders.

Your appointment

Role	Senior Multi Media Officer Media and Communication Director-General, Econo Pol & Comms Department of State Development, Manufacturing, Infrastructure and Planning
Location	Brisbane
Start date	5 July 2021
Employment status	Permanent Full-time
Classification level	AO6 <small>Sch.</small>
Hours per fortnight	72 hrs 30 mins
Salary per fortnight	<small>Sch. 4(4)(6) - 5</small>
Allowances	Not Applicable
Probation period	Not Applicable
Award	Queensland Public Service Officers and Other Employees Award – State 2015
Certified Agreement	State Government Entities Certified Agreement 2019
Basis of appointment	Public Service Act 2008

Conditions of employment and entitlements

We expect you'll perform to the highest standard and be personally accountable in everything you do. In return, we're committed to providing you with every opportunity to learn, grow, and achieve to the highest level of your ability.

You'll have the opportunity to discuss your performance plan with your supervisor shortly after you start.

The Queensland Government assigns a classification level to each role. This determines your salary and level of responsibilities and allows for transfers or secondments to similar roles within your classification level if needed.

Working for the Queensland Government

The Queensland Government is the state's largest employer. We provide an inclusive and diverse workplace, and develop and promote our people based on skill and capabilities, irrespective of gender, ethnicity, generation, sexual orientation or disability.

Our people are passionate about making Queensland better through what they do. We reward them with competitive pay and conditions, and a flexible working environment that provides a healthy blend of work and life.

Please keep this letter as your record of employment. We don't need you to sign and return it. If you have any further questions, please contact your supervisor.

Congratulations again. I hope your work with us is challenging, rewarding and enjoyable.

Yours sincerely



Executive Director
Service Delivery
Queensland Shared Services
Department of Housing and Public Works

for Department of State Development, Manufacturing, Infrastructure and Planning

RTI RELEASED

From: CS Info
To: s. 73(2) - N
Cc: CS Info
Subject: Higher Duties AO8 Manager Media PN724055 - s. 73(2) - 16/07/21 - 30/07/21
Date: Tuesday, 15 June 2021 9:54:06 AM
Attachments: [image001.png](#)
[image003.png](#)
[image002.png](#)
[image004.png](#)

Good Morning s. 73(2)

The DG has approved s. 73(2) higher duties to backfill s. 73(2) while he is on Sch. 4(4)(6) - leave.

Can you please pass on the details below so he can process in Aurion.

Good Morning s. 73(2)

The Director-General has approved your higher duties as the AO8 Manager within Media and Communication.

Can you please complete your higher duties in Aurion as per the details below.

Please log on to [ESS Aurion](#) to submit the higher duties/relieving at level form for approval.

Below are the details to assist you with the information required:

Dashboard > My Forms > HR Forms

Form:	REL.1
Higher duties position number	724055
Classification:	AO8
Organisation unit number	3485
Organisation unit name	Media and Communication
Period From	16/07/2021
Period to	30/07/2021
Higher duties percentage	100%

If you require any assistance with processing this request, please let me know.

Kind regards

s. 73(2) - Not relevant/ Out of scope

Senior Business Support Officer
Business Services Unit, Corporate
Department of State Development, Infrastructure,
Local Government and Planning

Microsoft teams – meet now

s. 73(2) - Not relev

Level 39, 1 William Street, Brisbane QLD 4000
PO Box 15009, City East QLD 4002

RTI RELEASE

Jasmine Melit

From: CS Info
Sent: Friday, 27 August 2021 7:58 AM
To: Human Resources
Cc: CS Info
Subject: Seeking SEAWC clearance SO Director Digital & Communication PN747368
Attachments: DG approvals - advertise SO Director Media & Comms.pdf; SO Director - Digital and Communication DSDILGP.docx

Good Morning s. 73

Can you please organise SEAWC clearance for the SO Director Digital and Communications? DG approval to advertised attached.

I've been advised that the Assistant Director-General has decided to advertise internal to government only.

Kind regards



**Queensland
Government**

s. 73(2) - Not relevant/ Out of scope

Senior Business Support Officer
Business Services Unit, Corporate
Department of State Development, Infrastructure,
Local Government and Planning

Microsoft teams – meet now

s. 73(2) - Not relevant/

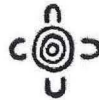
Level 39, 1 William Street, Brisbane QLD 4000
PO Box 15009, City East QLD 4002

statedevelopment.qld.gov.au

Follow us



*I acknowledge the traditional custodians of the lands and waters of Queensland.
I offer my respect to elders past, present and emerging as we work towards a just,
equitable and reconciled Australia.*

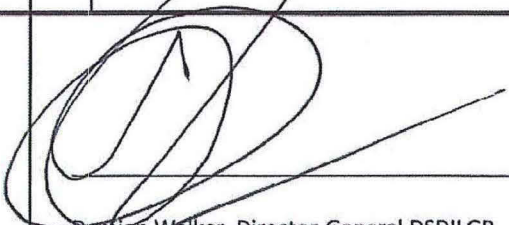


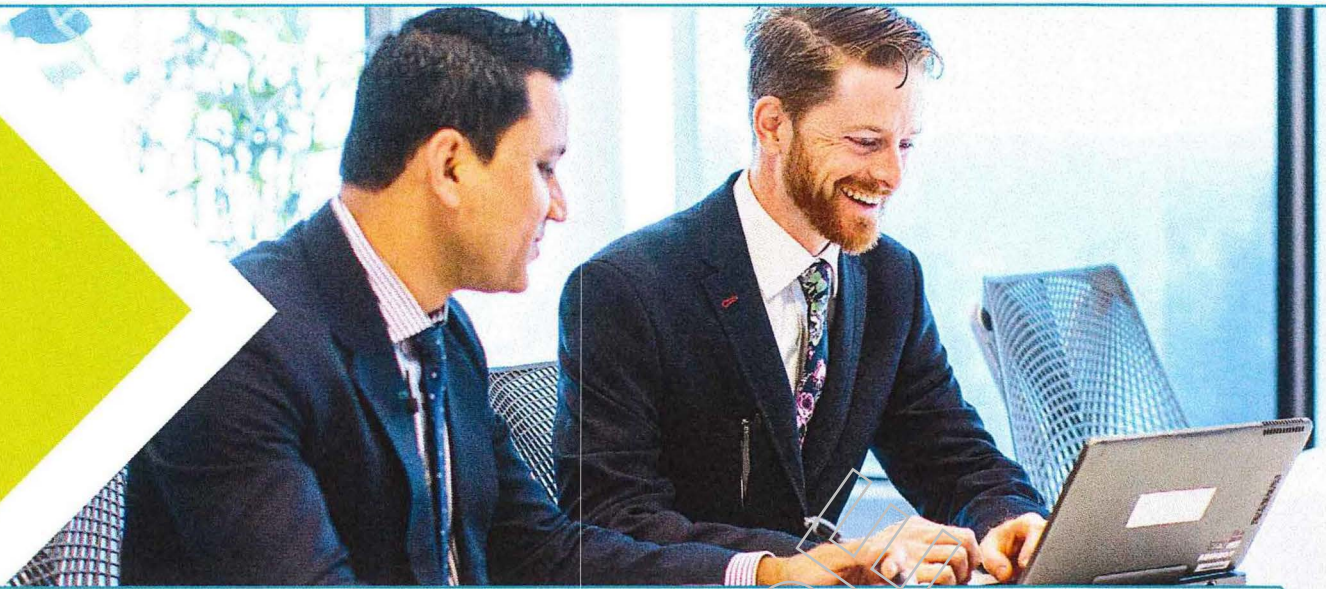
Savings and Debt recruitment schedule

Submission: Monday, 16 August 2021

Total: 28

Ref No.: DSDILGP 21-677

External - Director (Digital and Communication) (PN: 747368)				
Position Details	Team	Policy, Portfolio and Government Services Media & Communication ORG: 3485	Position	747368 - SO Director (Digital and Communication) Permanent, Fixed location - Brisbane CBD
	Funding	FTE available: 1 Funding type: Base Available from: 01/09/2021 Duration: 00/1/1900	Strategy	Fill Type: External Recruitment Activity: Advertise and fill a permanent position (must go to PSC/CBRC) Advert. Strategy: Qld Government - Smarts Jobs
Business Rationale	Requesting approval for	Requesting approval to advertise external to government and fill permanently the SO Director (Digital and Communication) role. Due complex technical nature of this role; and the lack of digital skills within the department, external recruitment is required to attract a larger suitable candidate pool for the role not currently available either within the department and is sparse across Whole-Of-Government. Fixed location reason: Brisbane based employee	Criticality of role to delivery of government	The Director (Digital and Communication) leads the provision of a comprehensive strategic communication function for the department, including planning, development and implementation of corporate marketing, digital and online services (both external and internal), to support the achievement of the department's objectives. This ensures a strong external communication focus on the department's efforts to support economic recovery initiatives and key government priorities.
	Impact if this role is not filled	Without dedicated leadership there is a risk that the effectiveness of the communication and digital and design teams efforts will not be achieved. In particular the future of the department's digital presence needs to be carefully nurtured to ensure we are ahead of industry trends and shown to be the player leading government's priorities.	Additional	Recruitment within FTE cap: Yes Attempted to fill within existing resources: Yes - Sch. 4(4) Sch. 4 currently temporarily appointed Confidence resource can be found in Public Sector: Yes
	Employee details	Sch. 4(4)(6) - Disclosing personal information		
Endorsement	Division Delegate	Outcome: Comments:	HR Delegate	s. 73(2) - Not relevant/ Out of PSC or CBRC req.?: Comments: Approval is sought to advertise and fill the Senior Officer level role permanently. It is proposed that the role be advertised on Smartjobs external to the Qld Public Sector. This will require PSC Board approval via the submission of a business case. The proposed permanent backfill of the role will also require SEAWC Clearance.
	Finance Delegate	s. 73(2) - Not relevant FTE available: Yes Funding available: Yes Impact savings target: No Comments: Finance endorsed. The permanent position has ongoing funding and FTE.		
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED Comments:	 (Signature) Damien Walker, Director-General DSDILGP Date: 18/8/2021	



Director (Digital and Communications)

Status	[Flexible full-time] [Full-time] [Permanent]	Job ad reference	<QSS to insert>
Organisation	Policy, Portfolio and Government Services Division/ Media & Communication Branch Department of State Development, Infrastructure, Local Government and Planning	Closing date	<QSS to insert>
Location	Brisbane	Contact	Executive Director
Classification	SO	Telephone	3452
Salary	\$129,227 - \$141,773 p.a.	Email	@dsdilgp.qld.gov.au
Total Remuneration	<QSS to insert> including superannuation and leave loading	<u>Government employees can apply here.</u> <u>Non-government applicants can apply here.</u>	

Targeted vacancy

Applications limited to current Queensland Government employees only.

OR

This role is open to current Department of State Development, Infrastructure, Local Government and Planning employees only. This does not include agency temps or contractors.

The Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) is an inclusive organisation. We value and respect differences and the diversity of thought and experiences they bring. We encourage applicants representing all genders, ethnicities, ages, languages, sexual orientations, and people with disability, family responsibilities to apply.

Your opportunity

This is an opportunity to join the Media and Communication Branch, where you will assist with the development of innovative, proactive communication strategies for the department and provide a strategic service to strengthen internal and external communications.

By joining the Queensland public sector, you will contribute to better outcomes for Queenslanders by implementing the policies, priorities, services or programs of the elected government.

Your team – Media and Communication

The Media and Communication Branch is part of the Policy, Portfolio and Government Services Division. The branch takes a strategic, whole-of-department view of communication, managing the department's reputation and providing context and consistency to all communication messaging. The branch focuses on a few key areas: strategic communication; media; online, social media and digital strategy; marketing and creative; and internal communication.

Your contribution

The Director (Digital and Communication) leads the provision of a comprehensive strategic communication function for the ~~Planning and Economic Development Queensland functions of the~~ department, including and the planning, development and implementation of corporate marketing, digital and online services (both external and internal), to support the achievement of the department's objectives.

You will:

- Lead the strategic positioning of all marketing, digital and design activity for the department and lead a Digital and Design team that coordinates and delivers clear, consistent, innovative digital communication for the department.
- Lead the development and implementation of communication strategies, build commitment to the department's mission and objectives and celebrate achievements, including systems for managing communication activities that support whole-of-government and department strategic priorities and business needs.
- Develop and maintain strong relationships with business groups, promoting collaboration between the business groups and the ~~Media and Communication~~ branch.
- Strengthen social media, internal and external communications to build positive messages about the department.
- Adopt a continuous improvement mindset and look for innovative ways to improve the delivery of required outcomes for stakeholders.
- Build and retain high levels of trust with the Minister, Director-General and, Deputy Director-General/s.
- Facilitate the early adoption of emerging digital technologies and data to deliver greater efficiency in services.
- Lead the development of high-level innovative and cost-effective solutions to achieve best practice communication outcomes for the department and support whole-of-government initiatives.
- Lead and manage the human, financial and physical resources of the team, in accordance with public sector legislation, policies, principles and practices.
- Proactively facilitate team collaborations to achieve successful delivery of strategic and program outcomes.
- Identify ways to support a cohesive ~~Media and Communication~~ branch, including the development of a positive team culture and collaborative relationships where team members enjoy coming to work, are appropriately skilled and challenged, and understand the contributions their role plays in the success of business objectives.

What we are looking for

You will be assessed on your ability to demonstrate the following behaviours in the context of the role accountabilities set out in the 'Your contribution' section above.

Vision	Leads strategically	Views situations through a range of perspectives, analysing multiple sources of information to recognise the broader implications of issues
	Stimulates ideas and innovation	Facilitates the early adoption of emerging digital technologies and data to deliver greater efficiency in services
	Leads change in complex environments	Inspires others to embrace change initiatives, overcoming barriers and resistance through proactive consultation and engagement
	Makes insightful decisions	Role models courage in making decisions, providing advice and a clear rationale even with conflicting or incomplete information
Results	Develops and mobilises talent	Coaches others, encouraging critical reflection, ownership for problems and discovery of self-led solutions
	Builds enduring relationships	Strengthens partnerships by providing proactive advice, and supports others to share relevant information in a tactful and articulate manner
Accountability	Fosters healthy and inclusive workplaces	Fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised
	Pursues continuous growth	Pursues opportunities for growth through agile learning, and development of self-awareness
	Demonstrates sound governance	Maintains a high standard of practice through governance and risk management

While there are no mandatory qualifications for this role, practical experience in a similar role and/or qualification in communication, or digital communication will be favourably regarded

We are also looking for people who will live our values and who are open to change. We manage a mobile, flexible and agile workforce to support service delivery and professional development. Changing organisational needs may mean that employees take on other roles as needed. Please also note that the position description is indicative and may change to reflect the department's objectives and priorities, activities or role focus.

Working with us

We are invested in our people: we know that they are key to achieving our vision for Queensland. We are committed to creating a thriving and inclusive workplace, where people are respected, have the opportunity to fulfil their potential, and deliver the best possible outcomes. We achieve this by creating a diverse workforce and by living our values, which enable us to harness our strengths and deliver better outcomes for Queensland.



With collaborative working at the core of our organisation, we recognise the power of diversity to broaden perspectives and improve outcomes. We value, respect, include and empower all people so that everyone feels able to bring their whole selves to work.

As public servants we are committed to the highest ethical, professional and service standards in the delivery of outcomes for the people of Queensland. We are proudly a White Ribbon Australia accredited workplace. We are committed to preventing violence and supporting employees affected by domestic and family violence (DFV).

Your benefits

Your employment experience will include:

- » choice of superannuation fund, including up to 12.75 per cent employer superannuation contributions (based on the level of employee contributions). Click here for further information
- » generous leave entitlements, including leave loading up to 17.5 per cent (and five weeks' leave and 14 per cent leave loading for employees in Far North Queensland)
- » opportunities for professional development
- » a genuine focus on employee health and wellbeing
- » ability to negotiate flexible work hours and work arrangements including from Distributed Work Centres
- » a productive workplace that supports collaboration, information sharing and stakeholder engagement
- » an environment that genuinely values diversity and cultural capability and is an equal opportunity employer.

How to apply

Please provide the following information to the panel to assess your suitability:

- » a one-page response to 'What we are looking for', keeping in mind the responsibilities of the role
- » a current résumé of no more than three pages
- » two referees from the last two years, who have a thorough knowledge of your work performance and conduct. Please ensure that one of the referees is your current or immediate past supervisor.

Please apply through the [SmartJobs and Careers website](#).

If you are unable to submit your application online, or you have difficulties, or you have been given approval by the contact person listed on this job description to submit a late application, please contact the SmartJobs and Careers Applications Processing Team on (07) 3021 5465 or (07) 3021 5450, between 9 am to 5 pm weekdays. Requests for late applications should be made to the contact person listed on this job description and may be granted at their discretion. Queries about the status of your application should be also directed to the contact officer on this job description. Hand delivered applications will not be accepted.

About the recruitment process

- » Applications remain current for 12 months and may be used to recruit to recurring and similar vacancies.
- » A probationary period of three months applies to external appointees unless otherwise agreed in writing.
- » Applications from recruitment agencies will not be accepted.
- » Criminal history and due diligence checks may be undertaken on preferred applicant(s), depending on the nature of the positions and the responsibilities of the role. If we receive information that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.

Applicant responsibilities

- » All recommended applicants will be required to disclose any serious disciplinary action taken against them in public sector employment.
- » Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist undertaken in the preceding two years.

Jasmine Melit

From: CS Info
Sent: Friday, 3 September 2021 8:46 AM
To: Human Resources
Cc: [REDACTED] s. 73(2) - Not relevant/ Out of scope
[REDACTED] CS Info
Subject: SO Director Digital and Communication PN747368 - publish on Connect
Attachments: 385963 21 Role Description.docx

Follow Up Flag: Follow up
Flag Status: Completed

Categories: LEAD: Dawn

Good Morning [REDACTED] s. 73(2)

The attached role description for the Director in Media and Communication is now live on Smart Jobs: [Job search | Employment and jobs | Queensland Government \(smartjobs.qld.gov.au\)](#)

Can you please upload the attached position description onto Connect.

Many thanks



**Queensland
Government**

[REDACTED] s. 73(2) - Not relevant/ Out of scope

Senior Business Support Officer
Business Services Unit, Corporate
Department of State Development, Infrastructure,
Local Government and Planning

Microsoft teams – meet now

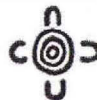
[REDACTED] s. 73(2) - Not relevant

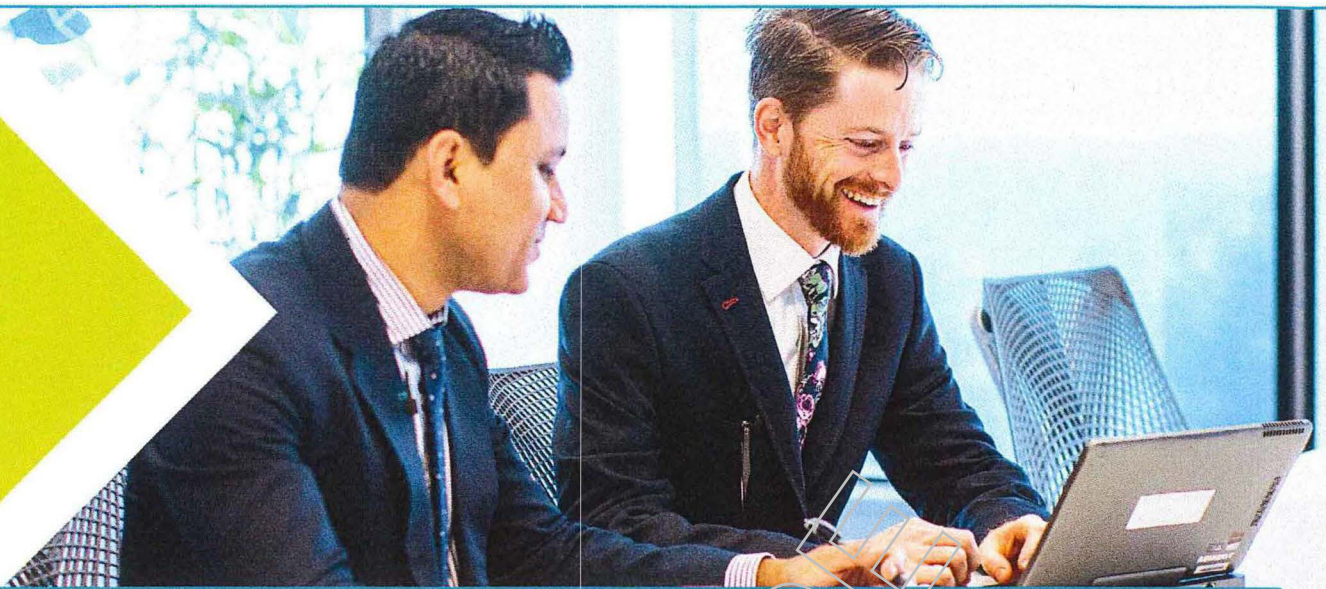
Level 39, 1 William Street, Brisbane QLD 4000
PO Box 15009, City East QLD 4002

statedevelopment.qld.gov.au



*I acknowledge the traditional custodians of the lands and waters of Queensland.
I offer my respect to elders past, present and emerging as we work towards a just,
equitable and reconciled Australia.*





Director (Digital and Communications)

Status	Flexible full-time Permanent	Job ad reference	QLD/385963/21
Organisation	Policy, Portfolio and Government Services Division/ Media & Communication Branch Department of State Development, Infrastructure, Local Government and Planning	Closing date	Thursday, 16 September 2021
Location	Brisbane	Contact	[Redacted] Executive Director
Classification	SO	Telephone	3452 7816
Salary		Email	[Redacted]@dsdilgp.qld.gov.au
Total Remuneration	\$154,901 - \$169,940 including superannuation and leave loading	<u>Government employees can apply here.</u>	
Targeted vacancy	Applications limited to current Queensland Government employees only.		

The Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) is an inclusive organisation. We value and respect differences and the diversity of thought and experiences they bring. We encourage applicants representing all genders, ethnicities, ages, languages, sexual orientations, and people with disability, family responsibilities to apply.

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By joining the Queensland public sector, you will contribute to better outcomes for Queenslanders by implementing the policies, priorities, services or programs of the elected government.

Your team – Media and Communication

The Media and Communication Branch is part of the Policy, Portfolio and Government Services Division. The branch takes a strategic, whole-of-department view of communication, managing the department's reputation and providing context and consistency to all communication messaging. The branch focuses on a few key areas: strategic communication; media; online, social media and digital strategy; marketing and creative; and internal communication.

Your contribution

The Director (Digital and Communication) leads the provision of a comprehensive strategic communication function for the department, including the planning, development and implementation of corporate marketing, digital and online services (both external and internal), to support the achievement of the department's objectives.

You will:

- Lead the strategic positioning of all marketing, digital and design activity for the department and lead a Digital and Design team that coordinates and delivers clear, consistent, innovative digital communication for the department.
- Lead the development and implementation of communication strategies, build commitment to the department's mission and objectives and celebrate achievements, including systems for managing communication activities that support whole-of-government and department strategic priorities and business needs.
- Develop and maintain strong relationships with business groups, promoting collaboration between the business groups and the branch.
- Strengthen, social media, internal and external communications to build positive messages about the department.
- Adopt a continuous improvement mindset and look for innovative ways to improve the delivery of required outcomes for stakeholders.
- Build and retain high levels of trust with the Minister, Director-General and, Deputy Director-General/s.
- Facilitate the early adoption of emerging digital technologies and data to deliver greater efficiency in services.
- Lead the development of high-level innovative and cost-effective solutions to achieve best practice communication outcomes for the department and support whole-of-government initiatives.
- Lead and manage the human, financial and physical resources of the team, in accordance with public sector legislation, policies, principles and practices.
- Proactively facilitate team collaborations to achieve successful delivery of strategic and program outcomes.
- Identify ways to support a cohesive branch, including the development of a positive team culture and collaborative relationships where team members enjoy coming to work, are appropriately skilled and challenged, and understand the contributions their role plays in the success of business objectives.

What we are looking for

You will be assessed on your ability to demonstrate the following behaviours in the context of the role accountabilities set out in the 'Your contribution' section above.

- » **Vision:** Views situations through a range of perspectives, analysing multiple sources of information to recognise the broader implications of issues. Facilitates the early adoption of emerging digital technologies and data to deliver greater efficiency in services. Inspires others to embrace change initiatives, overcoming barriers and resistance through proactive consultation and engagement. Role models courage in making decisions, providing advice and a clear rationale even with conflicting or incomplete information.
- » **Results:** Coaches others, encouraging critical reflection, ownership for problems and discovery of self-led solutions. Strengthens partnerships by providing proactive advice, and supports others to share relevant information in a tactful and articulate manner.
- » **Accountability:** Fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised. Pursues opportunities for growth through agile learning, and development of self-awareness. Maintains a high standard of practice through governance and risk management

While there are no mandatory qualifications for this role, practical experience in a similar role and/or qualification in communication, or digital communication will be favourably regarded.

We are also looking for people who will live our values and who are open to change. We manage a mobile, flexible and agile workforce to support service delivery and professional development. Changing organisational needs may mean that employees take on other roles as needed. Please also note that the position description is indicative and may change to reflect the department's objectives and priorities, activities or role focus.

Working with us

We are invested in our people: we know that they are key to achieving our vision for Queensland. We are committed to creating a thriving and inclusive workplace, where people are respected, have the opportunity to fulfil their potential, and deliver the best possible outcomes. We achieve this by creating a diverse workforce and by living our values, which enable us to harness our strengths and deliver better outcomes for Queensland.



With collaborative working at the core of our organisation, we recognise the power of diversity to broaden perspectives and improve outcomes. We value, respect, include and empower all people so that everyone feels able to bring their whole selves to work.

As public servants we are committed to the highest ethical, professional and service standards in the delivery of outcomes for the people of Queensland. We are proudly a White Ribbon Australia accredited workplace. We are committed to preventing violence and supporting employees affected by domestic and family violence (DFV).

Your benefits

Your employment experience will include:

- » choice of superannuation fund, including up to 12.75 per cent employer superannuation contributions (based on the level of employee contributions). [Click here for further information](#)
- » generous leave entitlements, including leave loading up to 17.5 per cent (and five weeks' leave and 14 per cent leave loading for employees in Far North Queensland)

- » opportunities for professional development
- » a genuine focus on employee health and wellbeing
- » ability to negotiate flexible work hours and work arrangements including from Distributed Work Centres
- » a productive workplace that supports collaboration, information sharing and stakeholder engagement
- » an environment that genuinely values diversity and cultural capability and is an equal opportunity employer.

How to apply

Please provide the following information to the panel to assess your suitability:

- » a one-page response to 'What we are looking for', keeping in mind the responsibilities of the role
- » a current résumé of no more than three pages
- » two referees from the last two years, who have a thorough knowledge of your work performance and conduct. Please ensure that one of the referees is your current or immediate past supervisor.

Please apply through the [SmartJobs and Careers website](#).

If you are unable to submit your application online, or you have difficulties, or you have been given approval by the contact person listed on this job description to submit a late application, please contact the QSS Customer Support Team on 1300 146 370, between 9 am to 5 pm weekdays. Requests for late applications should be made to the contact person listed on this job description and may be granted at their discretion. Queries about the status of your application should be also directed to the contact officer on this job description. Hand delivered applications will not be accepted.

About the recruitment process

- » Applications remain current for 12 months and may be used to recruit to recurring and similar vacancies.
- » A probationary period of three months applies to external appointees unless otherwise agreed in writing.
- » Applications from recruitment agencies will not be accepted.
- » Criminal history and due diligence checks may be undertaken on preferred applicant(s), depending on the nature of the positions and the responsibilities of the role. If we receive information that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.

Applicant responsibilities

- » All recommended applicants will be required to disclose any serious disciplinary action taken against them in public sector employment.
- » Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist undertaken in the preceding two years.

From: Human Resources
Sent: Wednesday, 8 September 2021 11:41 AM
To: CS Info
Subject: RE: Seeking SEAWC clearance SO Director Digital & Communication PN747368

Hi [s. 73(2) - Not relevant]

This role has cleared and can be advertised as per approval.

Thanks.

[s. 73(2) - Not relevant]



[s. 73(2) - Not relevant]

Senior HR Business Partner
People and Performance
Department of State Development, Infrastructure,
Local Government and Planning

Microsoft teams – meet now

[s. 73(2) - Not relevant]

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From: CS Info <CSInfo@dasilgp.qld.gov.au>
Sent: Tuesday, 7 September 2021 5:18 PM
To: Human Resources <hr@dasilgp.qld.gov.au>
Subject: Seeking SEAWC clearance SO Director Digital & Communication PN747368

Good Afternoon HR

Can you please advise if you have received the outcome of the SEAWC clearance for this role?

Many thanks



s. 73(2) - Not relevant/ Out of scope

Senior Business Support Officer
Business Services Unit, Corporate
Department of State Development, Infrastructure,
Local Government and Planning

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s. 73(2) - Not relev

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From: CS Info <CSInfo@dsdilgp.qld.gov.au>
Sent: Friday, 27 August 2021 7:58 AM
To: Human Resources <hr@dsdilgp.qld.gov.au>
Cc: CS Info <CSInfo@dsdilgp.qld.gov.au>
Subject: HPE CM: Seeking SEAWC clearance SO Director Digital & Communication PN747368

Good Morning s. 73

Can you please organise SEAWC clearance for the SO Director Digital and Communications? DG approval to advertised attached.

I've been advised that the Assistant Director-General has decided to advertise internal to government only.

Kind regards



s. 73(2) - Not relevant/ Out of sco

Senior Business Support Officer
Business Services Unit, Corporate
Department of State Development, Infrastructure,
Local Government and Planning

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s. 73(2) - Not relevan

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RTI RELEASE

Jasmine Melit

From: noreply@smartjobs.qld.gov.au
Sent: Saturday, 28 August 2021 11:09 AM
To: s. 73(2) - Not relevant/ Out
Subject: Request to Hire - DSDMIP - Director (Digital & Communications) - Position No. 747368

Queensland Shared Services - Request to Hire

Dear s. 73(2) - Not relevant/ Out

s. 73(2) - Not relevant/ Out has approved the recruitment request:

- *Position Title: Director (Digital & Communications)*
- *Position Number: 747368*
- *Request Date: 27-Aug-2021*

Please click [here](#) to view any comments relating to your request.

This is an automatically generated email, please do not reply.

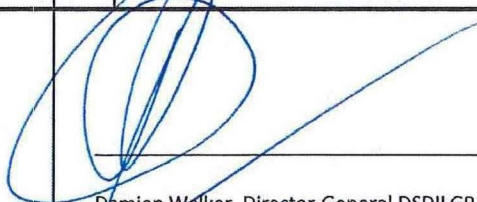
RTI RELEASE

Savings and Debt recruitment schedule

Submission Monday, 15 February 2021

Total: 47

Ref No.: DSDILGP 21-135

External - Director (PN: 747368)			
Position Details	Team	Corporate Media & Communication ORG: 4877	Position 747368 - SO Director Temporary, Fixed location - Brisbane CBD
	Funding	FTE available: 1 Funding type: Base Available from: ASAP - 16/07/2021 Duration: 6 mths	Strategy Fill Type: External Recruitment Activity: Advertise and fill a temporary position (must go to PSC/CBRC) Advert. Strategy: Qld Government - Smarts Jobs
Business Rationale	Requesting approval for	Requesting urgent approval for advertising and temporary filling the position of Director within the Media and Communication unit Fixed location reason: N/A	Criticality of role to delivery of government Leads the Planning, Economic Development Queensland communication teams and Digital and Design teams to develop innovative, proactive communication strategies for the department. This ensures a strong external communication focus on the department's efforts to support economic recovery initiatives and key government priorities.
	Impact if this role is not filled	Without dedicated leadership there is a risk that the effectiveness of the Planning, EDQ and Digital teams efforts will not be achieved. In particular the future of the department's digital presence needs to be carefully nurtured to ensure we are ahead of industry trends and shown to be the player leading government's priorities.	Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: No Confidence resource can be found in Public Sector: Yes
	Employee details	(Temp extend / transfer / etc. only) N/A	
Endorsement	Division Delegate	Outcome: Comments: Endorsed in Source Notes	HR Delegate s. 73(2) - Not relev PSC or CBRC req.?: PSC Comments: Business unit requests the external advertising and backfilling of a Director role for a period of 6 months. External advertising and backfilling of the role on Smartjobs will require PSC referral and approval.
	Finance Delegate	s. 73(2) - No FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE.	
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED Comments:	(Signature)  Damien Walker, Director-General DSDILGP Date: 8/2/2021

Seeking approval to fill a non-frontline vacancy by external recruitment

Use this form to request approval from the PSC Board to fill a **non-frontline role** (at SO level and below) by **external recruitment**.

Refer to the *Framework to support the effective management of FTE growth in the Queensland public service* for more information.

Email the completed form to fte@psc.qld.gov.au by **close of business on a Monday** for inclusion in that **week's tranche**.

Role details

Department name

Department of State Development, Infrastructure, Local Government and Planning

Position title

Director (Digital and Communications)

Classification

SO

Role type

Perm Temp

Location

Brisbane

Is the role within agency FTE cap?

Yes No

Number of roles (if applicable)

1

Internal reference number (if applicable)

DSDiLGP 21-677

Supporting information for assessment

You must provide necessary **rationale** for why external recruitment is required to fill the role.

This should include:

- Details of efforts to fill from within the existing public sector workforce (including processes undertaken)
- Details of why the role could not reasonably be filled from within the public sector (e.g. entry level, specialist or technical skill, regionally located)
- Details of targeted plans to increase workforce diversity by targeting applicants who are First Nations peoples or people with disability

Currently the position is temporarily filled by an existing employee within the department.

When temporary recruitment was performed through SmartJobs in March 2021 for existing Government employees there were only five applications received. Due to the technical and strategic communication skills required for this role external recruitment is requested to attract a diverse candidate pool with.

This role leads the Planning, Economic Development Queensland communication teams and Digital and Design teams to develop innovative, proactive communication strategies for the department. This ensures a strong external communication focus on the department's efforts to support economic recovery initiatives and key government priorities.

Agency approval

Lodged by

<Officer name and contact details >

Endorsed by

Date

Click or tap here to enter text.

RTI RELEASE



Jasmine Melit

From: [s. 73(2) - Not rele]
Sent: Thursday, 26 August 2021 7:48 PM
To: CS Info
Subject: FW: PSC approval to advertise external to government SO Director Media & Comms
Attachments: Director - Seeking approval to fill a non-frontline vacancy by external recruitment .docx

Importance: High

Hi [s. 73(2) - Not

[redacted] wants to now abort going external to gov its taking too long can you please go very fast to get this going for internal to government and give me an update by lunch and then again before you leave, I will need daily updates on the progress please. Thank you [s. 73(2) - Not

Kind Regards



[s. 73(2) - Not relevant/ O

Principal Executive Officer
Corporate
Department of State Development, Infrastructure,
Local Government and Planning

Microsoft teams – meet now

[s. 73(2) - Not relevant/ Out of scope

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From: [s. 73(2) - Not re]
Sent: Thursday, 26 August 2021 7:39 PM
To: [redacted]
Cc: CS Info <CSInfo@dasilgp.qld.gov.au>
Subject: FW: PSC approval to advertise external to government SO Director Media & Comms
Importance: High

Hi [s. 73(2) - N

It appears we have hit a roadblock – we are waiting on [redacted] to send this PSC business case back endorsed so we can process.

s. 73(2) - Not relevant followed up with [redacted] today and she said she would come back to us – once we get this back it goes to PSC for external to government approval. You are welcome to endorse on [redacted] behalf if you are happy with the draft justification. Once we get it back it then goes to the PSC for approval this can take up to 2 weeks due to the fact we are seeking to go external to government. It will then go through SEAWC approval which will take a further 2 weeks.

Happy to receive your endorsement for the attached business case – however please note in my looking at the justification just now it will need some tweaking I can work on this now for you and send it to you if you want to approve tonight – otherwise we can wait on [redacted]

Please let me know how you want to proceed.

Kind Regards



s. 73(2) - Not relevant

Principal Executive Officer
Corporate
Department of State Development, Infrastructure,
Local Government and Planning

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From: s. 73(2) - Not relevant/ Out of scope
Sent: Monday, 23 August 2021 4:02 PM
To: [redacted]
Cc: CS Info <CSInfo@dasilgp.qld.gov.au>; s. 73(2) - Not relevant/ Out of scope
Subject: RE: PSC approval to advertise external to government SO Director Media & Comms

Hi [redacted]

When you have reviewed this please send to s. 73(2) - Not relevant via CS Info, if you need any further advice on what should be included please contact s. 73(2) - Not relevant/ Out of scope

Kind regards



**Queensland
Government**

s. 73(2) - Not relev

Business Support Officer
Media & Communication
Department of State Development, Infrastructure,
Local Government and Planning

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s. 73(2) - Not releva

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From: CS Info <CSInfo@dsdilgp.qld.gov.au>

Sent: Monday, 23 August 2021 12:14 PM

To: s. 73(2) - Not relevant/ Out of scope

Subject: RE: PSC approval to advertise external to government SQ Director Media & Comms

Wonderful, thank you s. 73

Kind regards



**Queensland
Government**

s. 73(2) - Not relevant/ Out of scope

Senior Business Support Officer
Business Services Unit, Corporate
Department of State Development, Infrastructure,
Local Government and Planning

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s. 73(2) - Not relevan

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From: s. 73(2) - Not relevant/ Out of scope
Sent: Monday, 23 August 2021 12:06 PM
To: CS Info <CSInfo@dasilgp.qld.gov.au>; s. 73(2) - Not relevant/ Out of scope
Subject: RE: PSC approval to advertise external to government SO Director Media & Comms

Hi all

This is currently with [redacted] for review and should be submitted back to you this arvo 😊

Kind regards



Queensland
Government

s. 73(2) - Not rele

Business Support Officer
Media & Communication
Department of State Development, Infrastructure,
Local Government and Planning

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s. 73(2) - Not releva

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From: CS Info <CSInfo@dasilgp.qld.gov.au>
Sent: Monday, 23 August 2021 11:12 AM
To: s. 73(2) - Not relevant/ Out of scope
Cc: [redacted]
Subject: RE: PSC approval to advertise external to government SO Director Media & Comms

Good Morning s. 73(2) - Not relevant/

I spoke to s. 73(2) on Friday and explained. She was going to work with [redacted] on getting some more information.

s. 73(2) do you need any assistance from s. 73(2) - Not

Kind regards



Queensland
Government

s. 73(2) - Not relevant/ Out of scope

Senior Business Support Officer
Business Services Unit, Corporate
Department of State Development, Infrastructure,
Local Government and Planning

Microsoft teams – meet now

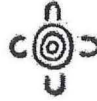
s. 73(2) - Not relevant/

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From: s. 73(2) - Not relevant/ Out of scope

Sent: Monday, 23 August 2021 10:49 AM

To: CS Info <CSInfo@dasilgp.qld.gov.au>

Subject: FW: PSC approval to advertise external to government SO Director Media & Comms

H s. 73(2) - Not rel

How are you going with obtaining more robust information from [redacted] to explain the uniqueness of the role / technical requirements /previous attempts etc to justify the request for external advertising?

s. 73(2) - Not



s. 73(2) - Not relevant/ Out of

Manager, Human Resources
People and Performance
Department of State Development, Infrastructure,
Local Government and Planning

*Microsoft teams – **meet now***

s. 73(2) - Not relevant/ C

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From: CS Info <CSInfo@dasilgp.qld.gov.au>

Sent: Wednesday, 18 August 2021 4:52 PM

To: s. 73(2) - Not relevant/ Out of scope

Cc: CS Info <CSInfo@dasilgp.qld.gov.au>

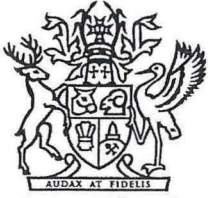
Subject: PSC approval to advertise external to government SO Director Media & Comms

Good Afternoon s. 73(2) - Not

Can you please provide assistance on the wording required to address the details around workforce diversity?

Is what I have provided so far sufficient to address the first two criteria or will the PSC require more information?

Many thanks



**Queensland
Government**

s. 73(2) - Not relevant/ Out of scope

Senior Business Support Officer
Business Services Unit, Corporate
Department of State Development, Infrastructure,
Local Government and Planning

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s. 73(2) - Not relevant

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RTI RELEASE

[Redacted]
From: [Redacted]
Sent: Tuesday, 3 August 2021 7:00 PM
To: [Redacted] s. 73(2) - Not rele
Cc: CS Info
Subject: Temporary appointment Owen - PPDG, Comms Director

Hi there

I was able to confirm via a previous email that we are seeking to appoint him at SO2 level.

Thank you.

Kind Regards



[Redacted]
Executive Director
People and Performance, Corporate
Department of State Development, Infrastructure,
Local Government and Planning

If you are receiving this message outside of normal business hours, please note that I am working flexibly. There is no expectation that a response will be required outside of normal working hours.

Microsoft teams – **meet now**

P [Redacted] M [Redacted] Sch. 4(4)(6) - [Redacted]
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Jasmine Melit

From: s. 73(2) - Not re
Sent: Friday, 30 July 2021 11:24 AM
To: s. 73(2) - Not relevant/
Subject: Approved business case - [redacted] - Executive Director, Strategic Communications
Attachments: s. 73(2) - Not r -dsdilgp.qld.gov.au_30-07-2021_11-17-47.pdf

Hi s. 73(2) - Not

Please find attached the approved business case for [redacted] higher duties.

With thanks

s. 73(2) -



**Queensland
Government**

s. 73(2) - Not relevant/ C

Principal Consultant
Human Resources | People and Performance
Department of State Development, Infrastructure,
Local Government and Planning

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s. 73(2) - Not relevant

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Business case to seek approval to fill a SES vacancy

Department of State Development, Infrastructure, Local Government and Planning (DSDILGP)

Summary of roles required

Position: Executive Director, Strategic Communications
 Level: SES2 Sc
 Duration: 29 July 2021 to 13 August 2021
 Officer: [REDACTED]
 Location: 1 William St, Brisbane
 Position no: 709523

Supporting information required

- **Why is this role considered critical to the delivery of government priorities?**
 - The Executive Director, Strategic Communications, leads the division in delivering a strategic, whole-of-department view of communication, managing the department's reputation and providing context and consistency to all communication messaging. The division focuses on a number of key areas: strategic communication; media; online, web services, social media and digital strategy; marketing and creative; and stakeholder engagement.
 - This role provides high level advice at an executive level, to key departmental stakeholders, including the Deputy Premier, Director-General and Deputy Director-General/s, on issues and opportunities pertaining to the department's reputation, and its engagement with stakeholders.
 - This role also leads the preparation and delivery of high-profile industry and community events, usually with ministers taking leading roles, to promote the department's programs, projects and announcements.
 - The responsibilities of this role are further outlined in the attached Role Description (**Attachment 1**).
- **What is the anticipated impact if this role is not filled?**
 - DSDILGP has an important role in Queensland's economic recovery from the COVID-19 pandemic by sustaining our key sectors and jobs through the pandemic, opening investment and creating jobs and opportunities across the state.
 - The Strategic Communications division is critical to supporting the delivery of DSDILGPS's programs, projects and announcements. Not filling the Executive Director role will impede the department's ability to deliver on these responsibilities, which will impact our role in Queensland's economic recovery from the COVID-19 pandemic.

- **Is recruitment to this role within the agency's FTE cap?**
 - Yes. This position is within the DSDILGP FTE cap.
 - The DSDILGP executive organisational structure is provided in **Attachment 2**.
- **Has the agency attempted to fill it temporarily from within existing resources?**
 - [redacted] was recently appointed to this position and is due to commence on 16 August 2021.
 - The current occupant of this position, [redacted] Sch. 4(4)(6) - Disclosing per
Sch. 4(4)(6) - Disclosing personal information
[redacted] Sch. 4(4)(6) - Disclosing per
[redacted] this position will be vacant from 29 July 2021 to 13 August 2021.
 - It is proposed that [redacted] Director (Strategic Communications), act in the role of Executive Director from 29 July 2021 to 13 August 2021.

Supporting documentation



Attachment 1 - Role
Description - Execut



Attachment 2
-DSDILGP PSC Org C

Agency approval

Approval is sought from the Director-General for:

- [redacted] Director (Strategic Communications), to act in the role of Executive Director, Strategic Communications from 29 July 2021 to 13 August 2021 (inclusive) at SES2 [redacted] level.

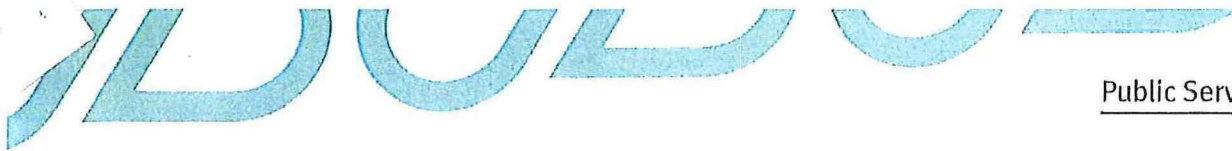
Lodged by [redacted] s. 73(2) - Not res. Principal HR Consultant, on behalf of [redacted] Executive Director, People and Performance.

Endorsed by Damien Walker, Director-General to proceed to PSC for consideration:
(signed/dated)


PSC approval

Endorsed by Commission Chief Executive to proceed to CBRC for consideration:
(signed/dated)





Business case to seek approval to fill a SES vacancy

Department of State Development, Infrastructure, Local Government and Planning (DSDILGP)

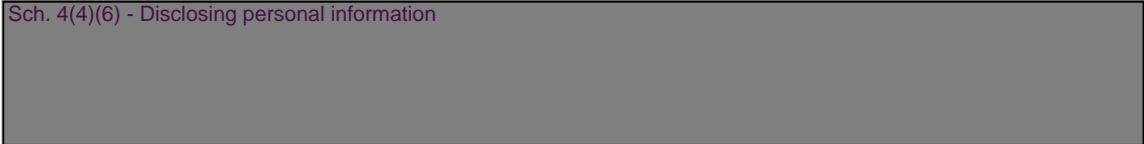
Summary of roles required

Position:	Executive Director, Strategic Communications
Level:	SES2 Sch. 4(4)
Requested remuneration:	Sch. 4(4)(6) - Disclosing pers.
Duration:	Three years
Location:	1 William Street, Brisbane
Position no:	709523

Background

- The Executive Director, Strategic Communications, leads the division in delivering a strategic, whole-of-department view of communication, managing the department's reputation, and providing context and consistency to all communication messaging. The division focuses on a number of key areas: strategic communication; media; online, web services, social media and digital strategy; marketing and creative; and stakeholder engagement.
- This role provides high level advice at an executive level, to key departmental stakeholders, including the Deputy Premier, Director-General and Deputy Director-General/s, on issues and opportunities pertaining to the department's reputation, and its engagement with stakeholders.
- This role also leads the preparation and delivery of high-profile industry and community events, usually with ministers taking leading roles, to promote the department's programs, projects and announcements.
- The Commission Chief Executive (CCE), Public Service Commission (PSC) approved internal to the sector (closed merit) advertising of this role on 18 February 2021.
- A recruitment and selection process has since been completed with the nominated candidate being [REDACTED]
- A copy of the Nomination for Appointment, with supporting documentation is attached for approval by the CCE, PSC (**Attachment 1**). Supporting documentation includes the following:
 - o reference checks and criminal history clearance for [REDACTED]
 - o applications for the interviewed candidates
 - o interview questions
 - o shortlisting assessment of all applicants
 - o role description and job advertisement
 - o Form A: Senior Executive nomination – advertised vacancy.

Sch. 4(4)(6) - Disclosing personal information





Sch. 4(4)(6) - Disclosing personal information



RTI RELEASE

Agency approval

Approval is sought from the Commission Chief Executive to:


- Approve the appointment of [redacted] to the role of Executive Director, Strategic Communications for a period of three years.
- Sch. 4(4)(6) - Disclosing personal information [redacted]

Lodged by [redacted] Principal HR Consultant, on behalf of [redacted] Executive Director, People and Performance.





Endorsed by Damien Walker, Director-General to proceed to PSC for consideration:
(signed/dated)


PSC approval 26/5/21

Endorsed by Commission Chief Executive to proceed to CBRC for consideration:
(signed/dated)

PSC will contact the lodgement officer if more information is required.

RTI RELEASE



Senior executive nomination

Appointment to fill an advertised vacancy

Agency		Department of State Development, Infrastructure, Local Government and Planning			
Nominee (full name)		Executive Director, Strategic Communications,			
Including substantive job title or address (non-public service officers)		Queensland Health			
Appointment type		Promotion <input type="checkbox"/>	Transfer <input checked="" type="checkbox"/>	External appointment <input type="checkbox"/>	
Advertised vacancy role title (including location)		Executive Director, Strategic Communications			
SES level	SES2	Assessed work value (high, low, NA)	Sch. 4(4)(6) - Disclosur	Position number	709523
Vacancy reference number		QLD/369319/21	Closing date	20/04/2021	
Remuneration package point		SES2 Sch.	Proposed effective appointment date		
			Approval date <input type="checkbox"/>	Entry date <input checked="" type="checkbox"/>	

The following documentation must be attached before submission:

Selection report (signed)	<input checked="" type="checkbox"/>	The selection report is a true record of the selection process:

		Panel Chair

		Date
Nominee's application	<input checked="" type="checkbox"/>	
Role description (including organisational chart)	<input checked="" type="checkbox"/>	
Advertisement details (Gazette copy and national advertisement date)	<input checked="" type="checkbox"/>	

		Date

I **support** the recommendation for appointment on a contract basis; and
I **certify** that the selection process has complied with:

- relevant directives; and
- provisions in the *Public Service Act 2008*.

Agency chief executive officer

26/5/21
Date

FOR PUBLIC SERVICE COMMISSION USE ONLY

Under the authority of the provisions of section 110 of the *Public Service Act 2008*, I hereby **approve** the above appointment.

Public Service Commission Chief Executive

Date



Nomination for appointment

Must be completed for appointments made from an advertised vacancy

Important note for those completing this form

The purpose of this form is for a selection panel to provide their recommendation as to the most suitable candidate/s for appointment to an advertised vacancy. It is the delegated officer's responsibility to appoint or not based on the information provided on this form. In order for the delegate to make an informed decision, the "justification for selection decision" section must provide a summary of each interviewed candidate's capability and capacity for undertaking the advertised role to the point where the delegate can make the decision whether to appoint the recommended candidate/s or not.

The summary of each candidate must provide specific details about the candidates capabilities and capacities in line with the points listed under "are you the right person for the job" in the role description.

Candidates are to be ranked in an order of merit for appointment. Unsuitable candidates must not be given a "rank in order of merit", instead it should be stated on the form that they are "unsuitable for appointment to this role".

Failure to prepare a justifiable summary of each candidates merit against the listed points on the role description may result in an appeal against the decision under Section 194 of the Public Service Act 2008.

The assessment of candidates must reflect the core capabilities of the CLF that were stated on the advertised role description.

Please contact Human Resources branch if you require any advice or assistance with the completion of this form.

[Sections marked like this are guidelines for completing the form. These sections should be deleted as the form is completed].

Nomination for appointment

CONFIDENTIAL

To:

(Correct Delegate can be verified via the Departmental Human Resources Delegations Schedule on Focus)

From:

Phone:

Subject

Nominations for appointment to an advertised vacancies

Date

Vacancy ref no's.

The person recommended for appointment to this position

(Please note – if more than one person is being appointed from this process refer to the attachment at the back of this document)

Name:

Proposed commencement date: / /

Position title Executive Director Strategic Communications

Work Unit/Division Strategic Communications / Corporate

Duration of appointment if temporary appointment From / / To / /

Position number *Classification level and pay point /

**Please note: Recommendations for pay points above the lowest level must be made prior to finalising any offer made. Justification, including evidence, must be provided in order to remunerate that applicant at a pay point higher than the lowest pay point within a classification (Refer to the human resource delegations on Focus).*

Location of position SES2 Sch. 4

Job ad reference QLD/369319/21

Advertising date 01/04/21 Closing date for applications 20/04/21

Dates of interviews and/or other selection techniques 11th May 2021

Appointee's immediate supervisor will be: Name Jasmina Joldic Position Assistant Director-General

Conflict of interest consideration: All panel members must declare any conflicts of interest and take appropriate action to address these before commencing assessment of applicants in a recruitment process. Note that prior knowledge of an applicant is not in and of itself a conflict of interest. If prior knowledge consists only of knowing an applicant through a work relationship as peer, manager or subordinate and there is or was no other social or other relationship with the applicant external to the workplace then the prior knowledge should be explained in this report along with a statement to the effect that the panel member feels able to make an objective assessment of all candidates merit irrespective of the fact they work/worked with the applicant for however many years or months.

List if there were any conflicts of interest identified and actions taken.

Please refer to the department's declaration of interests and [conflict of interest process](#) and contact the Director Ethics and Governance

Justification for recommendation: The undermentioned candidates were short-listed. Summary comments regarding the panel's assessment of the candidates and order of merit are provided below.

Instructions for use – Summarise the panel's assessment of each candidate separately, clearly indicating why they were ranked (or regarded as unsuitable) against the requirements of the role. Before ranking any candidates equally, the panel should attempt to separate them as this will facilitate further use of an order of merit if it becomes necessary. At the end of the document the panel must complete a "comparative assessment" – this summary clearly indicates to the delegate the difference between the candidates that led them to recommend the stated order of merit. Refer to the Guide for Selection Panels for more information if required. Documentation needs to clearly explain the decision making process and be in a form that allows it to be reviewed in accordance with S.94 of the Public Service Act 2008 (which deals with appeals).

Assessment Strategies

1. The position was advertised on SmartJobs to internal applicants at level. A total of six (6) applications was received.
2. A suitably recruitment firm was selected to interview and assess each applicant against a technical and competency-based framework for the position.
3. Upon their recommendation, the panel agreed that four (4) applications should be shortlisted for interview, of these three (3) continued to interview with one (1) applicant withdrawing from the process a day prior to interview.
4. The panel concluded there were no conflicts of interest and were confident that the assessment of all candidates would be objective and fair based upon the work undertaken by the recruitment company.
5. The panel interview consisted of a scenario and four (4) further behaviour questions, designed to reflect the competency leadership framework for a SES2-level position.

Pre-Employment Checks

Sch. 4(4)(6) - Disclosing personal information

Sch. 4(4)(6) - Disclosing personal information

RTI RELEASE

Sch. 4(4)(6) - Disclosing personal information

RTI RELEASE

Merit Assessment

Name	Sch. 4(4)(6) - Disclosing personal information
Overview	
Merit Assessment	RTI RELEASE
Conclusion	

	Sch. 4(4)(6) - Disclosing personal information
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Name	[Redacted]
Overview	[Redacted] is an experienced leader currently Executive Director - Strategic Communications at Queensland Health, a position he has held for almost 6 years. Previously to this [Redacted] has been an independent contractor, worked for private enterprise and held high profile roles across the media. [Redacted] has he a degree from the University of Queensland, Arts/Journalism, English, Journalism,
Merit Assessment	Sch. 4(4)(6) - Disclosing personal information

RTI RELEASE

	Sch. 4(4)(6) - Disclosing personal information
Conclusion	

Name	Sch. 4(4)(6) - Disclosing personal information
Overview	
Merit Assessment	

	Sch. 4(4)(6) - Disclosing personal information
Conclusion	

Comparative Assessment

Recommended Applicant: *Following extensive deliberations the panel concluded that [redacted] is assessed as the most meritorious applicant and recommended as suitable for appointment, placing 1st on the Order of Merit. [redacted] superior strategic communications experience, broad policy experience and extensive stakeholder management across Government placed him ahead of other applicants.*

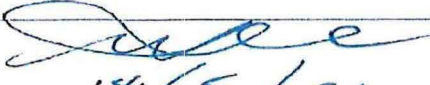
Sch. 4(4)(6) - Disclosing personal information

Additional information on the recommended applicant

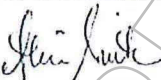
Comprehensive assessment was conducted against the competency leadership framework and the technical competencies of the role. Further to extensive sectoral background referencing on reputation and performance formal background checks and the references collected support the decision of the panel.

Panel certification

The panel certifies that the selection process has been conducted in accordance with the *Public Service Act 2008* and the directive relating to recruitment and selection.

Chairperson [Redacted] Position Title: Deputy Director-General Branch/Division: Corporate Signature:  Date: 14/5/21
--

Selection Panel Member Name: Position Title: Organisation: Signature:  Date: 14 May 2021

Selection Panel Member Name: Position Title: Organisation: Signature:  Date: 18/05/2021
--

RTI RELEASED

Decision

Appointment Recommendation:

Approved

In approving this appointment, I am satisfied that the recommendation (*and order of merit – if relevant*) reflects the comparative merits of the applicants, and the selection process has been conducted in accordance with the *Public Service Act 2008* and the directive relating to recruitment and selection.

Not Approved

Delegate's comments:

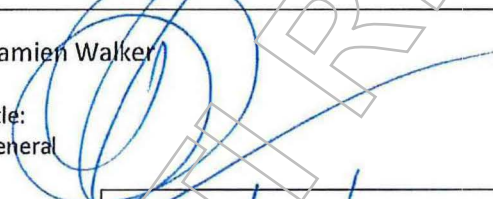
[Provide any applicable instructions regarding the process e.g. :

- further information is required – additional information on the comparison between applicants to be provided*
- further information is required – conduct additional assessment technique XXX*
- no appointment is to be made – vacancy to be re-advertised / closed]*

I have made my decision after reviewing the following material provided to me by the panel:

Insert list of all documents provided to the decision maker: e.g.

- position description*
- short-listing matrix (including description of the strategy)*
- selection report*
- application material of the recommended applicant and all applicant's assessed as meritorious*
- referee reports for recommended applicant(s)*
- pre-employment check results (if relevant)*

Name: Damien Walker
Position Title: Director-General
Signature: 
Date: 26/5/2021

Savings and Debt recruitment schedule

Submission Monday, 15 February 2021

Total: 47

Ref No.: DSDILGP 21-138

Internal - Manager - Planning (PN: 724079)			
Position Details	Team	Corporate Media & Communication ORG: 3485	Position 724079 - AO8 Manager - Planning Permanent, Fixed location - Brisbane CBD
	Funding	FTE available: 1 Funding type: Base Available from: 17/05/2021-31/05/2021 Duration: 14 days	Strategy Fill Type: Internal Recruitment Activity: Temporary extension Advert. Strategy: Not applicable
Business Rationale	Requesting approval for	Sch. 4(4)(6) - Disclosing personal information	Criticality of role to delivery of government To provide effective communication management of planning to support planning economic support functions. They play a broad role across a number of key government priorities, especially during this period of economic recovery.
	Impact if this role is not filled	There would be a gap in management of Planning communication until incumbent Manager returns early June.	Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: Yes Confidence resource can be found in Public Sector: N/A
	Employee details	Sch. 4(4)(6) - Disclosing personal information	
Endorsement	Division Delegate	Outcome: Comments: Endorsed in Source Notes	HR Delegate s. 73(2) - Not relevant PSC or CBRC req.?: No Comments: Request seeks to extend a fixed term temporary employee for 2 weeks. Short extension is required pending Sch. 4(4)(6) - Disclosing personal info Extension is supported.
	Finance Delegate	s. 73(2) - N FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE.	
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED Comments:	(Signature) Damien Walker, Director-General DSDILGP Date: 19/2/2021

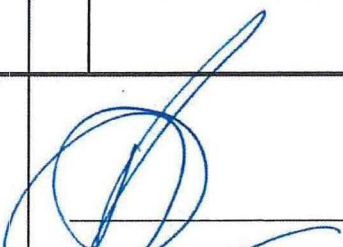
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Savings and Debt recruitment schedule

Submission Monday, 15 February 2021

Total: 47

Ref No.: DSDILGP 21-136

External - Manager - Digital (PN: 724068)			
Position Details	Team	Corporate Media & Communication ORG: 4877	Position 724068 - AO8 Manager - Digital Permanent, Fixed location - Brisbane CBD
	Funding	FTE available: 1 Funding type: Base Available from: Immediately Duration: 00/1/1900	Strategy Fill Type: External Recruitment Activity: Advertise and fill a temporary position (must go to PSC/CBRC) Advert. Strategy: Qld Government - Smarts Jobs
Business Rationale	Requesting approval for	Urgent approval needed for advertising and filling the permanent position of Manager Digital within the Media and Communication unit Fixed location reason: N/A	Criticality of role to delivery of government Drives DSDILGP Digital strategy and maximises effectiveness of its digital channels increasing engagement and awareness of the department's efforts to support government priorities including building Queensland and increasing jobs
	Impact if this role is not filled	Need a highly skilled specialist with contemporary understanding of the government's needs in the changing media and communication environment eg. Capacity to engage regional Queenslanders having lost daily newspapers. Essential leadership of the department's digital effort would be missing leading to less effective outcomes.	Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: No Confidence resource can be found in Public Sector: Yes
	Employee details	(Temp extend / transfer / etc. only) N/A	
Endorsement	Division Delegate	Outcome: Comments: Endorsed in Source Notes	HR Delegate s. 73(2) - Not relevant PSC or CBRC req.?: CBRC Comments: Business unit requests the external advertising and backfilling of a Manager role for a period of 6 months. External advertising and backfilling of the role on Smartjobs will require PSC Board approval.
	Finance Delegate	s. 73(2) - N FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE.	
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED Comments:	(Signature)  Damien Walker, Director-General DSDILGP Date: 15/2/2021

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Savings and Debt recruitment schedule

Submission Monday, 15 February 2021

Total: 47

Ref No.: DSDILGP 21-141

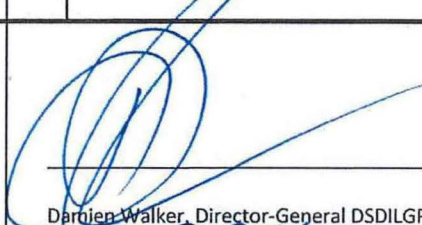
Internal - Senior Communication Officer (PN: 724080)			
Position Details	Team	Corporate Media & Communication ORG: 3485	Position 724080 - AO6 Senior Communication Officer Permanent, Fixed location - Brisbane CBD
	Funding	FTE available: 1 Funding type: Base Available from: 1/05/2021-31/01/2022 Duration: 9 mths	Strategy Fill Type: Internal Recruitment Activity: Temporary extension Advert. Strategy: Not applicable
Business Rationale	Requesting approval for	Requesting approval to extend temporary employee s. 73(2) - Not relevant in AO6 Senior Communication Officer (Planning) role while substantive holder acts in higher duties within the Planning team. Fixed location reason: N/A	Criticality of role to delivery of government To provide continuity and ongoing support to the communication manager in this role, supporting the delivery of the planning framework.
	Impact if this role is not filled	Planning comms is a critical area demanding focus and attention to detail. Without this ongoing role, we risk that industry and stakeholders will not be fully informed of key planning initiatives.	Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: Yes Confidence resource can be found in Public Sector: N/A
	Employee details	Sch. 4(4)(6) - Disclosing personal information	
Endorsement	Division Delegate	Outcome: Comments: Endorsed in Source Notes	HR Delegate s. 73(2) - Not relevant PSC or CBRC req.?: No Comments: Request seeks to extend a fixed term temporary employee for 9 months while the substantive incumbent of the role performs higher duties in another role in the Planning Group. While there is a genuine operational requirement to backfill the role, the extension of the temporary employee will result in eligibility of a review of the employees temporary employment status.
	Finance Delegate	s. 73(2) - N/A FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE.	
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED	(Signature) Damien Walker, Director-General DSDILGP Date: 18/2/2021

Savings and Debt recruitment schedule

Submission Monday, 15 February 2021

Total: 47

Ref No.: DSDILGP 21-139

Internal - Senior Communication Officer (PN: 724076)			
Position Details	Team	Corporate Media & Communication ORG: 3485	Position 724076 - AO6 Senior Communication Officer Permanent, Fixed location - Brisbane CBD
	Funding	FTE available: 1 Funding type: Base Available from: 27/03/2021-24/12/2021 Duration: 9 mths	Strategy Fill Type: Internal Recruitment Activity: Temporary extension Advert. Strategy: Not applicable
Business Rationale	Requesting approval for	Requesting approval for extension of higher duties for s. 73(2) - Not against AO6 Senior Communication Officer as substantive holder has extended her maternity leave Fixed location reason: N/A	Criticality of role to delivery of government This role provides key media support in the re-established media team, along with more extensive communication support across all media aspects of the whole department crucial to communication about how it supports key priorities of building Queensland and increasing jobs
	Impact if this role is not filled	Limited resources available in the media team would be stretched further across the department, resulting in possible weakening of support to the DP's office.	Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: Yes Confidence resource can be found in Public Sector: N/A
	Employee details	Sch. 4(4)(6) - Disclosing personal information	
Endorsement	Division Delegate	Outcome: Comments: Endorsed in Source Notes	HR Delegate s. 73(2) - Not releva PSC or CBRC req.?: No Comments: Request seeks to extend current higher duties arrangement for a further period of 9 months due to the Sch. 4(4)(6) - Disclosing personal information Higher duties arrangements of 12 months or longer provide eligibility to request appointment to a higher classification level. The genuine operational requirements necessitate the backfilling of the role while the incumbent is on maternity leave.
	Finance Delegate	s. 73(2) - N FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE.	
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED Comments:	 _____ (Signature) Darrin Walker, Director-General DSDILGP Date: 18/2/2021

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Department of State Development, Infrastructure, Local Government and Planning

Savings and Debt recruitment schedule

Submission: Monday, 30 August 2021

To 24

Ref No.: DSDILGP 21-706

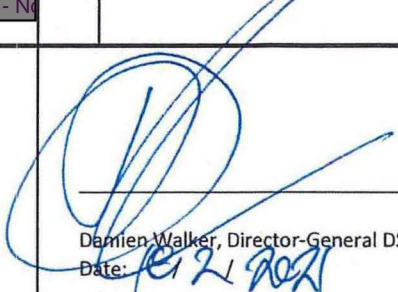
External - Communication Officer - Digital (PN: 724060)			
Position Details	Team	PPGS Media & Communication ORG: 3485	Position 724060 - AO4 Communication Officer - Digital Permanent, Fixed location - Brisbane CBD
	Funding	FTE available: 1 Funding type: Base Available from: Immediately Duration: 4 months	Strategy Fill Type: External Recruitment Activity: Advertise and fill a temporary position (must go to PSC/CBRC) Advert. Strategy: OTHER - Specified in request
Business Rationale	Requesting approval for	Requesting approval to advertise externally to government and temporarily appoint an a AO4 Communication Officer for four months while the substantive occupant s. 73(2) - Not relevant is acting in a higher role within Media and Communication's team. Fixed location reason:	Criticality of role to delivery of government To provide effective communication officer support for the strategic communications of the broader Media and Communication Team.
	Impact if this role is not filled	Due to existing vacancies and increased demands of the Media and Communication team, if this role was not filled, it would place additional pressure on existing team members to deliver the tasks this role is responsible for.	Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: Yes Confidence resource can be found in Public Sector: No - Recent internal to government was unsuccessful with no suitable applicants
	Employee details	(Temp extend / transfer / etc. only) Recent recruitment internal to government (DSDILGP 21-433) was unsuccessful. Candidates who applied were deemed unsuitable by the selection panel.	
Endorsement	Division Delegate	[Redacted] Outcome: Comments: s. 73(2) - Not	HR Delegate PSC or CBRC req.? Comments:
	Finance Delegate	FTE available: Yes Funding available: Yes Impact savings target: No Comments: Finance endorsed. The permanent position has ongoing funding and FTE.	
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED Comments:	(Signature) Damien Walker, Director-General DSDILGP Date: 19/08/21

Savings and Debt recruitment schedule

Submission Monday, 15 February 2021

Total: 47

Ref No.: DSDILGP 21-140

Internal - Manager - Planning (PN: 724079)		
Position Details	<p>Team Corporate Media & Communication ORG: 3485</p>	<p>Position 724079 - AO8 Manager - Planning Permanent, Fixed location - Brisbane CBD</p>
	<p>Funding FTE available: 1.1 Funding type: Base Available from: 1/06/2021-31/01/2022 Duration: 7 mths</p>	<p>Strategy Fill Type: Internal Recruitment Activity: Higher duties Advert. Strategy: Not applicable</p>
Business Rationale	<p>Requesting approval for Sch. 4(4)(6) - Disclosing personal information</p>	<p>Criticality of role to delivery of government To provide effective communication management of the planning framework and to support planning economic support functions. They play a broad role across a number of key government priorities, especially during this period of economic recovery.</p>
	<p>Impact if this role is not filled No communication management or oversight of Planning comms. Planning is a complicated area needing astute and experienced communication managers to support their needs.</p>	<p>Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: Yes Confidence resource can be found in Public Sector: N/A</p>
	<p>Employee details Sch. 4(4)(6) - Disclosing personal information</p>	
Endorsement	<p>Division Delegate Outcome: Comments: Endorsed in Source Notes</p>	<p>HR Delegate s. 73(2) - Not relevant PSC or CBRC req.?: No Sch. 4(4)(6) - Disclosing personal information</p>
	<p>Finance Delegate s. 73(2) - Not relevant FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE. The additional 0.1 FTE is offset by vacant 0.1 against PN724089 s. 73(2) - Not relevant</p>	
DG Decision	<p>Outcome APPROVED / DECLINED / DEFERRED</p> <p>Comments:</p>	<p>(Signature)  Damien Walker, Director-General DSDILGP Date: 16/2/2021</p>

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Savings and Debt recruitment schedule

Submission Monday, 15 February 2021

Total: 47

Ref No.: DSDILGP 21-143

External - Senior Communication Officer (PN: 731608)			
Position Details	Team	Corporate Media & Communication ORG: 3485	Position 731608 - AO6 Senior Communication Officer Permanent, Fixed location - Brisbane CBD
	Funding	FTE available: 1 Funding type: Base Available from: Immediately Duration: 00/1/1900	Strategy Fill Type: External Recruitment Activity: Advertise and fill a permanent position (must go to PSC/CBRC) Advert. Strategy: Qld Government - Smarts Jobs
Business Rationale	Requesting approval for	Request approval for vacant FTE position to be advertised and filled permanently. Fixed location reason: N/A	Criticality of role to delivery of government To provide communication support for the communication manager of the State Development team, (including Industry development and Regional development).
	Impact if this role is not filled	There would be a gap in resourcing for the demanding focus of communication support of State Development, Regional Development and Industry Development.	Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: No Confidence resource can be found in Public Sector: Yes
	Employee details	(Temp extend / transfer / etc. only) N/A	
Endorsement	Division Delegate	Outcome: Comments: Endorsed in Source Notes	HR Delegate s. 73(2) - Not relevant PSC or CBRC req.?: PSC Comments: Request seeks approval for vacant FTE position to be advertised and filled permanently. The external advertising of the role will require PSC Board approval.
	Finance Delegate	s. 73(2) - Not relevant FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE.	
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED Comments:	(Signature) Damien Walker, Director-General DSDILGP Date: 15/2/2021

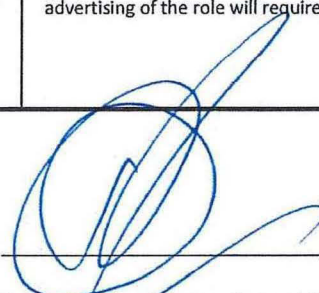
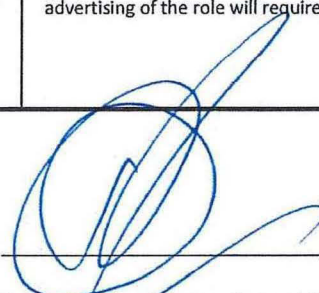
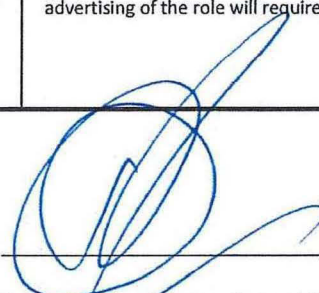
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Savings and Debt recruitment schedule

Submission Monday, 15 February 2021

Total: 47

Ref No.: DSDILGP 21-143

External - Senior Communication Officer (PN: 731608)													
Position Details	<table border="1"> <tr> <td>Team</td> <td>Corporate Media & Communication ORG: 3485</td> <td>Position</td> <td>731608 - AO6 Senior Communication Officer Permanent, Fixed location - Brisbane CBD</td> </tr> <tr> <td>Funding</td> <td>FTE available: 1 Funding type: Base Available from: Immediately Duration: 00/1/1900</td> <td>Strategy</td> <td>Fill Type: External Recruitment Activity: Advertise and fill a permanent position (must go to PSC/CBRC) Advert. Strategy: Qld Government - Smarts Jobs</td> </tr> </table>	Team	Corporate Media & Communication ORG: 3485	Position	731608 - AO6 Senior Communication Officer Permanent, Fixed location - Brisbane CBD	Funding	FTE available: 1 Funding type: Base Available from: Immediately Duration: 00/1/1900	Strategy	Fill Type: External Recruitment Activity: Advertise and fill a permanent position (must go to PSC/CBRC) Advert. Strategy: Qld Government - Smarts Jobs				
	Team	Corporate Media & Communication ORG: 3485	Position	731608 - AO6 Senior Communication Officer Permanent, Fixed location - Brisbane CBD									
Funding	FTE available: 1 Funding type: Base Available from: Immediately Duration: 00/1/1900	Strategy	Fill Type: External Recruitment Activity: Advertise and fill a permanent position (must go to PSC/CBRC) Advert. Strategy: Qld Government - Smarts Jobs										
Business Rationale	<table border="1"> <tr> <td>Requesting approval for</td> <td>Request approval for vacant FTE position to be advertised and filled permanently. Fixed location reason: N/A</td> <td>Criticality of role to delivery of government</td> <td>To provide communication support for the communication manager of the State Development team, (including Industry development and Regional development).</td> </tr> <tr> <td>Impact if this role is not filled</td> <td>There would be a gap in resourcing for the demanding focus of communication support of State Development, Regional Development and Industry Development.</td> <td>Additional</td> <td>Recruitment within FTE cap: Yes Attempted to fill within existing resources: No Confidence resource can be found in Public Sector: Yes</td> </tr> <tr> <td>Employee details</td> <td colspan="3">(Temp extend / transfer / etc. only) N/A</td> </tr> </table>	Requesting approval for	Request approval for vacant FTE position to be advertised and filled permanently. Fixed location reason: N/A	Criticality of role to delivery of government	To provide communication support for the communication manager of the State Development team, (including Industry development and Regional development).	Impact if this role is not filled	There would be a gap in resourcing for the demanding focus of communication support of State Development, Regional Development and Industry Development.	Additional	Recruitment within FTE cap: Yes Attempted to fill within existing resources: No Confidence resource can be found in Public Sector: Yes	Employee details	(Temp extend / transfer / etc. only) N/A		
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Endorsement	<table border="1"> <tr> <td>Division Delegate</td> <td>Outcome: Comments: Endorsed in Source Notes</td> <td rowspan="2">HR Delegate</td> <td rowspan="2"> <div style="border: 1px solid black; padding: 2px;">s. 73(2) - Not relevant</div> PSC or CBRC req.?: PSC Comments: Request seeks approval for vacant FTE position to be advertised and filled permanently. The external advertising of the role will require PSC Board approval. </td> </tr> <tr> <td>Finance Delegate</td> <td> <div style="border: 1px solid black; padding: 2px;">s. 73(2) - N</div> FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE. </td> </tr> </table>	Division Delegate	Outcome: Comments: Endorsed in Source Notes	HR Delegate	<div style="border: 1px solid black; padding: 2px;">s. 73(2) - Not relevant</div> PSC or CBRC req.?: PSC Comments: Request seeks approval for vacant FTE position to be advertised and filled permanently. The external advertising of the role will require PSC Board approval.	Finance Delegate	<div style="border: 1px solid black; padding: 2px;">s. 73(2) - N</div> FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE.						
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DG Decision	<table border="1"> <tr> <td>Outcome</td> <td> <p style="text-align: center; font-weight: bold;">APPROVED / DECLINED / DEFERRED</p> Comments: </td> <td>  (Signature) Damien Walker, Director-General DSDILGP Date: 16 Feb 2021 </td> </tr> </table>	Outcome	<p style="text-align: center; font-weight: bold;">APPROVED / DECLINED / DEFERRED</p> Comments:	 (Signature) Damien Walker, Director-General DSDILGP Date: 16 Feb 2021									
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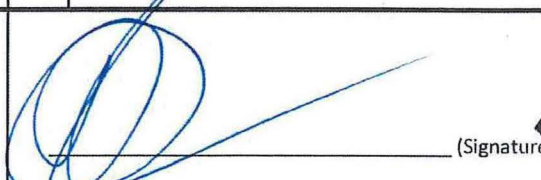
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Savings and Debt recruitment schedule

Submission Monday, 15 February 2021

Total: 47

Ref No.: DSDILGP 21-137

External - Senior Communication Officer (PN: 724084)			
Position Details	Team	Corporate Media & Communication ORG: 3485	Position 724084 - AO6 Senior Communication Officer Permanent, Fixed location - Brisbane CBD
	Funding	FTE available: 1 Funding type: Base Available from: 15/03/21 - 25/03/22 Duration: 12 mths	Strategy Fill Type: External Recruitment Activity: Advertise and fill a temporary position (must go to PSC/CBRC) Advert. Strategy: Qld Government - Smarts Jobs
Business Rationale	Requesting approval for	Requesting approval to advertise for Senior Communication Officer while substantive holder is on maternity leave from 15 March 2021 to 25 March 2023. Fixed location reason: N/A	Criticality of role to delivery of government Supports the Communication Manager role for IER especially with the now increased role in supporting communication of regional economic recovery plans and the addition of BQ to this team.
	Impact if this role is not filled	The existing communication resource will not be able to adequately support IER's expanded remit.	Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: No Confidence resource can be found in Public Sector: Yes
	Employee details	(Temp extend / transfer / etc. only) N/A	
Endorsement	Division Delegate	Outcome: Comments: Endorsed in Source Notes	HR Delegate s. 73(2) - Not relevant PSC or CBRC req.?: PSC Comments: Business Unit requests the backfilling of the role for a period of 12 months, while the incumbent is on maternity leave. External advertising of the role on Smartjobs will require PSC Board approval.
	Finance Delegate	s. 73(2) - Not relevant FTE available: Yes Funding available: Yes Impact savings target: Yes Comments: The permanent position has ongoing funding and FTE.	
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED Comments:	 (Signature) Damien Walker, Director-General DSDILGP Date: 18/2/2021

Savings and Debt recruitment schedule

Submission: Monday, 30 August 2021

To 24

Ref No.: DSDILGP 21-705

Position Details		Team	Position
		PPGS Media & Communication ORG: 3485	724080 720877 - A06 Senior Communication Officer Permanent, Fixed location - Brisbane CBD
		Funding	Strategy
		FTE available: 1 Funding type: Base Available from: 3/09/2021 30/08/2021 Duration: 31/01/2022 03/12/2021	Fill Type: External Recruitment Activity: Secondment / Advertise and fill a temporary position internal to government Advert. Strategy: Qld Government - Smarts Jobs
Business Rationale	Requesting approval for	<p>Requesting approval to backfill and appoint to (PN724080) from a recently run recruitment process for a similar role where the candidate was merited whilst the substantive occupant s. 73(2) - Not re is on higher duties to 31 January 2022.</p> <p>Requesting approval to advertise and fill internal to government (PN720877) to 3 December 2021 while the substantive occupant s. 73(2) - No is relieving at level in another role within the team.</p> <p>Due to the number of current vacancies, unexpected leave and increased workloads, it is essential that both of the above listed A06 roles are filled.</p> <p>Fixed location reason:</p>	<p>Criticality of role to delivery of government</p> <p>These roles contribute to the development of innovative, proactive communication strategies for all business areas within the department.</p> <p>Due to multiple vacancies and increasing workloads, current staff resources are unable to continue undertaking these additional roles and responsibilities.</p>
	Impact if this role is not filled	<p>724080 - This role is critical to the Planning area providing ongoing communication support to the manager; supporting the delivery of the planning framework. Planning comms is a critical area demanding focus and attention to detail. Without this ongoing role, we risk that industry and stakeholders will not be fully informed of key planning initiatives. Also there is a high level of expectation from the State Planner that this role will be filled.</p> <p>720877 - Communication support for the Deputy Director-General office (Local Government) will be directly impacted.</p>	<p>Additional</p> <p>Recruitment within FTE cap: Yes</p> <p>Attempted to fill within existing resources: Yes</p> <p>Confidence resource can be found in Public Sector: Yes</p>
Employee details	Sch. 4(4)(6) - Disclosing personal information		

Savings and Debt recruitment schedule

Submission: Monday, 30 August 2021

To 24

Endorsement	Division Delegate	Outcome: Comments:	HR Delegate	PSC or CBRC req.?: Comments:
	Finance Delegate	s. 73(2) - Not rele FTE available: Yes Funding available: Yes Impact savings target: No Comments: Finance endorsed. The permanent positions 724080 and 720877 have ongoing funding and FTE.		
DG Decision	Outcome	<p style="text-align: center;">APPROVED / DECLINED / DEFERRED</p> Comments:		(Signature) Darren Walker, Director General DSDILGP Date: 1/9/21

RTI RELEASED

Savings and Debt recruitment schedule

Submission: Monday, 20 September 2021

To 27

Ref No.: DSDILGP 21-786

Internal - Manager (PN: 758817)			
Position Details	Team	PPGS Media & Communication ORG: 3485	Position 758817 - AO8 Manager Permanent, Fixed location - Brisbane CBD
	Funding	FTE available: 1 Funding type: Base Available from: 20/08/2021 Duration: 24/12/2021	Strategy Fill Type: Internal Recruitment Activity: Higher duties Advert. Strategy: Higher duties
Business Rationale	Requesting approval for	Requesting approval for s. 73(2) - Not relevant to be offered higher duties as AO8 Manager from 20 August to 24 December 2021 while s. 73(2) - Not relevant assists the Quarantine Project team. Due to the added responsibilities and workload s. 73(2) - Not relevant will increase her 0.6 part-time agreement to 0.8 for the duration of the higher duties. Fixed location reason:	Criticality of role to delivery of government To provide effective communication management of state development support functions which plays a broad role across a number of key government priorities, especially during this period of economic recovery.
	Impact if this role is not filled	Due to the number of vacancies and reallocation of team members to the quarantine and Voluntary Assisted Dying projects, the quality and delivery of services will be affected if this role is not filled.	Additional Recruitment within FTE cap: Yes Attempted to fill within existing resources: Yes - existing member within the team Confidence resource can be found in Public Sector: Yes
	Employee details	s. 73(2) - Not relevant/ Out of scope	
Endorsement	Division Delegate	Outcome: Comments: s. 73(2) - Not relevant	HR Delegate s. 73(2) - Not relevant/ Out of scope PSC or CBRC req.?: Comments: Supported - s. 73(2) - Not relevant acting in the manager role will ensure commitments related to priority projects
	Finance Delegate	FTE available: Yes Funding available: Yes Impact savings target: No Comments: Finance endorsed. The permanent position has ongoing funding and FTE.	
DG Decision	Outcome	APPROVED / DECLINED / DEFERRED Comments:	(Signature) Damien Walker, Director-General DSDILGP Date: 20/9/21

Department	Group	Division	Personnel Number	Full Name	Position Number	Position Title	Geo Feature Name	Class	Status	Sex	F/n Hours	Appointed FTE
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication		Sch. 4(4) s. 73(2) - Not	709773	Web Publisher	1 William Street Brisbane	AO3	Permanent	F	43.50	0.60
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			720880	Principal Media Officer	1 William Street Brisbane	AO7	Permanent	M	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			734281	Senior Digital Officer	1 William Street Brisbane	AO6	Permanent	M	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			721673	Senior Communications Officer	1 William Street Brisbane	AO6	Permanent	F	58.00	0.80
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			706751	Senior Multi Media Officer	1 William Street Brisbane	AO6	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			746428	Graphic Designer	1 William Street Brisbane	AO5	Permanent	M	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			725378	Principal Communications Officer	1 William Street Brisbane	AO7	Permanent	F	58.00	0.80
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724057	Principal Communications Officer	1 William Street Brisbane	AO7	Permanent	F	58.00	0.80
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			750692	Digital Officer	1 William Street Brisbane	AO3	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724076	Senior Communication Officer	1 William Street Brisbane	AO6	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724067	Principal Digital Officer	1 William Street Brisbane	AO7	Permanent	M	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724069	Principal Communications Officer - BPM	1 William Street Brisbane	AO7	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			731608	Senior Communication Officer	1 William Street Brisbane	AO6	Permanent	F	58.00	0.80
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724062	Director (Strategic Communication)	1 William Street Brisbane	SO	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication		s. 73(2) - Not	724063	Manager - IER & BQ	1 William Street Brisbane	AO8	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724089	Senior Communications Officer - BPEDQ	1 William Street Brisbane	AO6	Permanent	M	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724081	Principal Communications Officer	1 William Street Brisbane	AO7	Permanent	F	36.25	0.50
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			747368	Director (Digital & Communications)	1 William Street Brisbane	SO	Temporary	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication		s. 73(2) - Not	724066	Principal Communications Officer - DEMS	1 William Street Brisbane	AO7	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			758911	Manager - P&EQ	1 William Street Brisbane	AO8	Permanent	F	36.25	0.50
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724087	Senior Communications Officer - BPEDQ	1 William Street Brisbane	AO6	Permanent	F	68.00	0.94
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724055	Media Manager	1 William Street Brisbane	AO8	Permanent	M	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724079	Manager P	1 William Street Brisbane	AO8	Permanent	F	43.50	0.60
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			721491	Principal Communication Officer	1 William Street Brisbane	AO7	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			1006905	Manager - IC	1 William Street Brisbane	AO8	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			760722	Director	1 William Street Brisbane	SO	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication		s. 73(2) - Not	727569	Multi Media Officer	1 William Street Brisbane	AO5	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724090	Senior Engagement Officer	1 William Street Brisbane	AO6	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			760722	Director	1 William Street Brisbane	SO	Temporary	M	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication		s. 73(2) - Not	721651	Principal Project Officer	1 William Street Brisbane	AO7	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724084	Senior Communications Officer	1 William Street Brisbane	AO6	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			729488	Business Support Officer	1 William Street Brisbane	AO4	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724064	Senior Media Officer	1 William Street Brisbane	AO6	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			709523	Executive Director	1 William Street Brisbane	SES2	Contract	M	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication		s. 73(2) - Not	724076	Senior Communication Officer	1 William Street Brisbane	AO6	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724070	Senior Events Officer	1 William Street Brisbane	AO6	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724080	Senior Communication Officer	1 William Street Brisbane	AO6	Temporary	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			719173	Manager - SD	1 William Street Brisbane	AO8	Permanent	F	72.50	1.00
Dept of State Development, Infrastructure&Planning	Policy Portfolio and Government Services	Media and Communication			724068	Manager - Digital	1 William Street Brisbane	AO8	Permanent	M	72.50	1.00