

# Assistant Director-General Building Legislation and Policy

## Building Policy and Asset Management

Classification	SES3H	Basis of Employment	SES Contract
Total Salary	Up to \$203,594 p.a.	Total Remuneration	Up to \$259,283 p.a.
Location	Brisbane	Contact	Peter Gibson of Aston Carter +61 7 3295 7446
Job Reference	509079	Closing date	Sunday October 28, 2018

### Special conditions

**To submit your application please see the section “Your application”**

The role of the Assistant Director-General, Building Legislation and Policy is to lead, manage and coordinate all building-related policy areas for Government, by ensuring close working relationships between individual policy groups resulting in efficient and effective policies for all building related functions. The position is also accountable for the provision of expert policy advice and implementation of building legislation and policy.

## Your opportunity

### Department of Housing and Public Works Profile

Our **vision** is to work together with respect and compassion to influence change and deliver responsive services that build a healthy and connected Queensland.

Our **contribution**: We support Queensland's economic wellbeing and contribute to improving the quality of life for people and communities by:

- supporting the work of government through integrated transactional systems, strategic ICT services, public recordkeeping and digital solutions
- providing frontline access to government services and data via call centres, customer counters, and online platforms
- promoting employment and economic participation and supporting economic growth through safe and fair building policy, innovative procurement and service delivery
- supporting regional development, and consulting with communities to inform our policies and service delivery
- delivering sustainable built infrastructure and fleet management
- promoting healthy and active lifestyles for Queenslanders and supporting the next generation of athletes.

Our **values** are: **Healthy and safe workforce** | **Customers first** | **Ideas into action** | **Unleash potential** | **Be courageous** | **Empower people**

## Building Policy and Asset Management

Our **contribution**: as the building industry and procurement expert for Queensland Government, we support other agencies by working with industry and providing expert advice in procurement and asset ownership and through built environmental services.

We also act as the central point of industry contact for agencies to assist them in managing risk and deriving greater value for money through our extensive networks and relationships with the building industry.

The Building Policy and Asset Management division comprises Building and Asset Services, Building Legislation and Policy, Asset Management Policy and Strategy, Queensland Government Architect, Strategic and Significant Projects, Project Delivery, Customer Relationships and Business Systems and the Disaster Coordination Unit.

Our **focus**: to provide the Queensland Government with service and expertise across procurement and asset ownership by collaborating with building industry networks, and by leveraging off our own extensive asset and procurement capability.

## Building Legislation and Policy

Building Legislation and Policy provides a diverse range of services relating to the built environment including the development and administration of building related legislation and codes; the development of whole-of-government building related policy and standards; research and advice on building industry trends; and partnering with stakeholders to influence the direction of the building industry. The area facilitates the development of a safe and healthy work and living environment through the development of high quality and cost-effective policy, legislation and regulatory processes relating to the building industry.

## Principal Accountabilities

The position requires strong professional leadership and management capabilities. The role requires an ability to lead and manage building industry policy experts to deliver government priorities and to ensure excellence in client service delivery. The Assistant Director-General, Building Legislation and Policy is to provide high level leadership and advice particularly by working collaboratively with executive and non-management internal and external stakeholders.

As an executive, performance will be assessed against four key accountability perspectives: financial, stakeholder and outcome, internal business, and learning and growth.

### Financial

- Lead and direct the effective use of Building Legislation and Policy financial and human resources to deliver services in an efficient and fiscally sustainable manner.

### Stakeholder and Outcome

- Represent the Department as the initial point of contact with the design and construction industry. Influence other agencies in their investment portfolio to maximise return to government.
- Provide independent technical advice to the Minister and the Director General in regard to the design and construction industry.

## Internal Business

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- Maintain close working relationships with other Departmental Units, including Building and Asset Services, Legal Services, Housing Services and the Accommodation Office, to access specialist technical advice,.
- Develop, improve and manage the Department's documentation relating to the design and construction industry including, policy documents, consultant and construction contracts.
- Contribute to the strategic direction of the Department as a member of the Executive Leadership Team and other committees assigned to the position by the Director General.
- Manage the human, financial and physical resources allocated to the business area and account for their cost effective use. Ensure management practices comply with government policies such as equal opportunity principles and occupational health and safety requirements and actively promote the learning and development of staff.

## Learning and Growth

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- Provide executive oversight and leadership to the business area by promoting and maintaining a culture of continuous improvement and knowledge sharing.
- Plan, organise and manage the business area responsibilities, including fostering a professional environment to encourage commitment, ethical behaviour, skills development, professional growth and continuous improvement.

The role is accountable to the Deputy Director-General, Building Policy and Asset Management, Department of Housing and Public Works.

Reporting to the role are the Executive Director, Building Industry and Policy and the Executive Director, Policy Practice and Engagement.

## Person Requirements

The role requires a person who will take personal responsibility for serving the government of the day and meeting the needs of the people and communities of Queensland. As an executive you will work towards a system of world class service delivery and public sector management.

You will have a record of success as a leader in a large and complex organisation. You will have extensive experience across the public, private and/or not for profit sector and you will have a strong background in strategy and policy across agencies.

You will have a proven track record as an agent of change in challenging environments and in fostering a confident and capable workforce.

## Selection Competencies

As a leader in the Queensland Government you will display outstanding judgement, high-level integrity, strong agility to adapt to a constantly changing environment, a strong achievement orientation, and excellent communication and negotiation skills.

**The information in this section outlines the basis of assessment of your suitability for this role.**

### Performance through vision:

- Leads strategically with vision
- Navigates complex, ambiguous and political environments

- Leads change with agility
- Operates across boundaries
- Engages with ideas, innovation and risk

**Performance through results:**

- Manages organisational performance
- Manages internal and external relationships
- Builds organisational capability
- Inspires individual and team commitment in the pursuit of results

**Performance through accountability:**

- Models professional and ethical behaviour
- Displays courage in the provision of advice and decision making
- Applies sound corporate governance
- Commits to personal development

**Please note that you are not required to submit written responses to the Selection Competencies, but you should use them as a self assessment tool to determine whether you will apply for the role.**

**To apply for this role please**

- Download the Candidate Profile and Cover Letter template, using this link <https://goo.gl/iZSD8Q> - which you will also find on the Aston Carter website - <https://jobs.en-au.astoncarter.com/>, quoting **509079** in the Keywords field..
- Complete the Candidate Profile and Cover Letter. The one page cover letter should outline your motivation for the role, and the key elements of your experience which you would bring to the role.
- Provide a comprehensive and current Curriculum Vitae outlining your work experience and your achievements.
- Ensure that all documents are prepared in Word documents with minimal formatting.
- Once you have prepared the documents above, please select the Apply button on the Aston Carter website - <https://jobs.en-au.astoncarter.com/>, quoting **509079** in the Keywords field.
- Then select the Upload Resume button to upload both documents.

We will assume, unless other advised by you, that in submitting your application you grant Aston Carter permission to share your application with the Selection Panel.

Aston Carter will acknowledge via email receipt of your application within 24 hours of its submission, to the email address which you have quoted in your application. Please contact Aston Carter on 07 3295 7412 should you not receive our acknowledgment within 1 week.

For further information about the role and/or application process, **please contact Peter Gibson of Aston Carter on +61 7 3295 7446.**

**Closing Date: Sunday October 28, 2018**

**Additional Information**

This role description outlines the minimum outcomes required for the position and for employment. Applications will remain current for 12 months. For further enquiries regarding this vacancy and the associated selection process, please contact Mr Bill Hancock, Principal HR Consultant on (07) 300

83081.. If you wish to access more information about the Department of Housing and Public Works, you can visit our website – [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) .

HPW is proud to be a White Ribbon Accredited Workplace that promotes respectful relationships and gender equality within the workplace and demonstrates a culture of zero tolerance of violence against women.

**Pre-appointment checks:** The successful applicant will be required to undertake the following checks:

- employment eligibility: proof of eligibility for appointment to the Queensland Public Sector - includes key residency and/or visa/citizenship requirements
- a Criminal history check is required.
- previous Queensland public service employment: a preferred applicant with previous employment history within the Queensland Public Sector will be asked to disclose any serious discipline history relating to that employment
- employment as a lobbyist: within one month of commencing employment, the successful applicant is required to disclose to their employer any employment as a lobbyist in the preceding two years.

**Smoking:** A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.



**Proudly working with White Ribbon to create a safer workplace  
Australia's campaign to stop violence against women**