

**DEPARTMENT OF JUSTICE AND ATTORNEY-GENERAL
DIRECTOR-GENERAL MEMORANDUM**



TO: David Mackie, Director-General
FROM: Julie Steel, Acting Deputy Director-General, Justice Services
SUBJECT: Extend Principal Information Officer role
DATE: 31 August 2017

PURPOSE

That you **confirm** the date to which the role of Principal Information Officer (PIO), Queensland Courts Service is to be extended.

BACKGROUND

You have previously given approval for the PIO role to be created and funded on a temporary basis (**Attachment 1**).

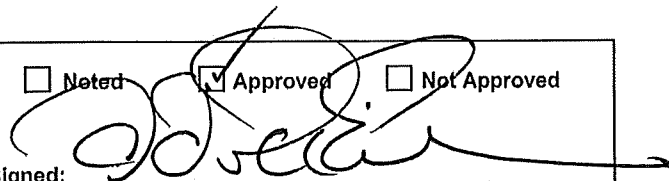
ISSUES

However, there is some uncertainty about the date the role should be extended until.

The "Purpose" and "Issues" component of the previous memorandum indicates the role is to be extended until 30 June 2018. However, the "Recommendation" component indicates the role is to be extended until 31 October 2017.

RECOMMENDATION

That you **confirm** the role is to be extended until 30 June 2018 and that funding for the role from the Director-General's reserve is approved until that time.

<input type="checkbox"/> Noted	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
		
Signed: _____		
David Mackie Director-General		
Date: 31/8/17		

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Director-General Correspondence Cover Sheet
ESB Correspondence Completions Process

Edocs #	<i>3872338</i>	Surname/Briefing Topic
		<i>Extension date P10 role</i>

PROOFED BY EXECUTIVE SERVICES AND DIRECTOR-GENERAL'S OFFICE		
ESB: Print on letterhead and envelope	<i>JD</i>	3 1 AUG 2017
ESB: Track to ODG on eDOCS	<i>JD</i>	3 1 AUG 2017
SIGNED BY DIRECTOR-GENERAL		
Scan signed copy	<i>JD</i>	0.5 SEP 2017
Post and finalise in eDOCS	<i>JD</i>	0.5 SEP 2017

Division: *JS*

6. Appendix: Role Description – Principal Information Officer (as advertised in 2016)

About the Role

The Principal Information Officer will work closely with senior managers and judicial officers to play a vital role in supporting the development and publication of products that will improve the overall communications activities of the Supreme, District and Magistrates Courts.

Key Responsibilities

- Receive and manage media inquiries which are made to a judicial officer's chambers or the registry;
- Assist in producing specific guidelines and directions for court staff to refer to when dealing with inquiries from the media;
- Develop and promote guidelines for journalists to ensure that appropriate court protocols are followed;
- Develop guidelines for judicial officers for the management of requests to record and/or broadcast proceedings or part of them;
- Prepare proactive and reactive media releases for both traditional and social media, and manage the timely resolution of media enquiries;
- Assist with the management and promotion (where relevant) of events and conferences arranged by judicial officers;
- Proactively provide the media and the public with access to information about current cases and important decisions which are likely to attract public and media interest;
- Develop and maintain a media contact database ensuring effective and influential relationships are maintained.
- Liaise with media outlets to ensure the accuracy of reports about court proceedings and processes;
- Facilitate the modernisation and simplification of processes and services within the courts that involve access to information by the media and the community; and
- Improve community understanding of the courts and their operation.

How you will be assessed

The ideal applicant for this role will be someone who can demonstrate the following key attributes as they apply to the key responsibilities of the role.

1. Supports strategic direction –

Demonstrated capacity in developing and evaluating media and public relations strategies that support and promote the strategic direction of the courts.

2. Achieves results –

Demonstrated knowledge of current media practices and the components of effective communication, as well as an ability to develop an understanding of the judicial and legal systems.

3. Supports productive working relationships –

Highly developed ability to proactively nurture and facilitate cooperative partnerships with a wide range of stakeholders, as well as the ability to anticipate and respond to stakeholder needs.

4. Displays personal drive and integrity –

Ability to use initiative and work independently, making informed decisions about priorities and taking personal responsibility for achieving objectives.

5. Communicates with influence –

Strong written and oral communication skills with an ability to understand the audience and present messages in a clear, concise and articulate manner, and the ability to write for online publications.

* These attributes are based on the Queensland Public Service (QPS) Capability and Leadership Framework and have been tailored for this department.