

# Queensland Courts Service

## Role Description – Principal Information Officer

<b>Branch</b>	Queensland Courts Service	<b>Division</b>	Justice Services Division	<b>Unit</b>	Supreme District and Land Courts Service Directorate
<b>Location</b>	Brisbane	<b>Closing date</b>	Tuesday 17 May 2016	<b>Vacancy Ref</b>	QLD/210960/16
<b>Classification</b>	AO7	<b>Salary per fortnight</b>	\$3,763.40 - \$4,035.50	<b>Salary per annum</b>	\$98,184 - \$105,283
<b>Type of vacancy</b>	Temporary Fulltime for 12 months with possible extension Hours will be negotiated with the successful applicant (Refer to <i>Applicant Information Package</i> ).				
<b>Contact Name</b>	Julie Steel	<b>Title</b>	Executive Director Supreme District and Land Courts Service	<b>Telephone</b>	(07) 3239 6297

### The Department of Justice and Attorney-General

The department contributes to a fair and just society and safe, healthy, productive workplaces and community.

The department values cultural capability and supports the engagement, participation and advancement of Aboriginal and Torres Strait Islander people across all occupational streams.

### About the Business Unit

The Supreme, District and Magistrates Courts sit within the Justice Services Division of the Department and provide administrative support and registry services to court users and the judiciary within Brisbane and regional centres.

Services are delivered through registries within the Supreme Court (including the Court of Appeal), the District Court (including the Planning and Environment Court, and the Children's Court of Queensland), and the Magistrates Court.

### 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.

## Career Development

The Supreme District and Land Courts Directorate is staffed by four people including the Executive Director at the Senior Executive Services level, an AO7 Executive Officer and an AO3 Executive Assistant. The AO7 Principal Information Officer reports to the Executive Director.

## Mandatory Qualifications, Conditions and Requirements

A degree level qualification in a relevant area such as communication, creative industries, journalism, public relations or media would be highly regarded.

## Interested in applying?

Applicants are encouraged to read the **Applicant Information Package** as it contains information to assist with understanding the department's recruitment and selection process.

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

- A completed Application for Advertised Vacancy form (not required if applying on Smartjobs)
- An application Cover Sheet or covering letter
- A statement (2 pages maximum), including examples, outlining your suitability for the role by addressing the key attributes under 'How you will be assessed'.
- The statement must be in Arial Font size 11. Please Note: Your statement may be considered as an example of your written communication skills.
- Your current resume

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

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## How to submit an application

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

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

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

If you do not have internet access and are unable to submit your application online please contact the Applications Processing Team on (07) 3021 5465 or (07) 3021 5450, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

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

Hand delivered applications will not be accepted.

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### **Additional Information**

Applications to remain current for 12 months.

The incumbent may be required to work hours outside the normal work hours.

For details regarding salary information, leave entitlements, flexible working arrangements and other benefits for this position please refer to the Applicant Information Package.

Further information about the department is available from our [website](#).

A minimum probation period of 3 months may apply.

All newly appointed public service employees who have been employed as a lobbyist in the previous 2 years are required to provide a disclosure to the Director-General within 1 month of commencement in accordance with *Disclosure of Previous Employment as a Lobbyist Policy*.

Any applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them. If recommended for appointment the Panel Chair will contact the applicant further to discuss this requirement.

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

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### **Employee Union Information**

The Queensland Government recognises your entitlement to join a registered union. While you are not obliged to join a union, the Government encourages its employees to do so. Membership application forms can be obtained from the relevant union. Supervisors will be able to tell you the name of the union that represents your role.

You should also know that your name, the name of your workplace and your workplace location may be provided to a relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

Refer to the Applicant Information Package for further information about which union covers the Department of Justice and Attorney-General.