

Principal Architect (PO6)

Building and Asset Services

Building Policy and Asset Management

Status	Permanent	Attendance type	Flexible Full time
F/N Salary	\$4,519.90 - \$4,779.70*	Annual Salary	\$117,920 - \$124,698*
Location	Brisbane	Contact	Craig Wallis (07) 3008 3336
This position reports to	Director, Professional Services	Direct Reports	This position has 8 direct reports and at times agency staff
Job Reference	QLD/322527/19	Closing date	Thursday, 19 September 2019

*The fortnightly and the annual salary rate is based on a full-time, annual arrangement which does not include employer superannuation contributions and annual leave loading.

Your opportunity

You have the opportunity to join the Queensland public sector; a position of trust where you will contribute to better outcomes for Queenslanders by implementing the policies, priorities, services or programs of the elected Government.

Government Goals and Vision

Our **objectives** for the community are to:

- give all our children a great start
- keep Queenslanders healthy
- keep communities safe
- protect the Great Barrier Reef
- be a responsive government
- create jobs in a strong economy.

Our **values** are: customers first; ideas into action; unleash potential; be courageous; empower people; healthy and safe workplace.

Department of Housing and Public Works

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.

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.

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.

Building Policy and Asset Management consists of Building and Asset Services, Building Legislation and Policy, Asset Management Policy and Strategy, Project Delivery, Queensland Government Architect, Strategic and Significant Projects, 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 and Asset Services

Our **contribution**: We manage Government's risk for Building and Asset management through advanced procurement, project and program arrangements (including contract management) across a range of services including disaster and emergency response; asbestos management; statutory and service maintenance; asset and facility management; property services; and capital planning and delivery.

Our **focus**: is to deliver coordinated procurement and contract management services for building, construction and maintenance-related activities for Queensland Government agencies, focusing on providing value for money.

Currently Building and Asset Services is structured into four functional groups of Technical Services, Housing and Capital Delivery, South East Queensland Operations, Regional Operations, across six (6) major regional centres including Far North Queensland (Cairns), North Queensland (Townsville), Central Queensland (Rockhampton), South West Queensland (Toowoomba), Wide Bay Burnett Maryborough, and South East Queensland (Brisbane).

Your contribution:

As the Principal Architect practitioner, you will lead the architectural team within Technical Services, Building and Asset Services to provide high level architectural advice and delivery to BAS, external clients and the Government.

- Manage the operations of the architectural team to ensure that professional services are delivered to a high level of quality and consistency, including meeting project budget and timeframes within a commercialised business unit.

- Oversee the resourcing and workload management of the architectural team, applying business management skills.
- Provide specialist advice on Terms of Reference for consultancy services and contract specifications for capital works building projects.
- Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement.
- Provide a strong understanding of Government policies and procedures, including Business Case development, CBRC submissions, Ministerial Briefs and the Queensland Procurement Policy.
- Lead innovative and sustainable solutions to resolve technical issues in projects.
- Supervise the design, documentation and contract administration of projects to comply with all relevant functional, statutory and quality management requirements.
- Mentor the architectural team to ensure that members have adequate skills and expertise to provide professional building services.
- Oversee the management of the CAD system across BAS, including the storage and retrieval of CAD drawings.
- Maintain a contemporary knowledge of architecture and relevant technical knowledge for the construction and building maintenance industry to support social, environmental and economic sustainability.
- Introduce and maintain a strong essence of efficiency and customer-centric culture when providing architectural advice and professional services to BAS and external clients.
- Actively participate in and contribute to a range of projects, especially those of a complex nature, involving multi-disciplinary teams from within the Department, other agencies of Government, the professions and the industry or the community.
- Develop and maintain strong working relationships with BAS clients and partner with BAS program and regional delivery managers to meet clients' needs.

What we're looking for

Appointments in the public service are based on merit. Your skills for this role will be assessed against the **Team Leader** [Workforce Capability Success Profile](#) by looking at what you've undertaken previously and what knowledge, skills and learned experiences you can bring to the team and the role, including your personal qualities and your potential for development. Your suitability for this role will be assessed against how you;

- Have led change and championed innovative ideas and design solutions by being future-orientated and strategic in thought and action (**Vision**).
- Lead a small team and have successful experience in managing diverse operational activities and projects to achieve agreed results (**Results**).
- build and sustain positive relationships with customers and team members, respond to changes in customer needs and expectations and actively negotiate for the best outcome possible to meet business objectives. (**Results**).
- negotiate confidently, communicate in a clear, concise and articulate manner, and structure written and oral communication to ensure clarity, consider different ideas and identifying the expectations and concerns of others. (**Results**)
- provide high quality advice and make informed decisions that are rigorously considered and supported by a clear rationale, and take personal responsibility to proactively address issues (**Accountability**).
- apply business acumen, exercising sound judgement in corporate governance areas such as financial, contract and project management, and model ethical behaviour and consistently apply those ethical standards to self and others (**Accountability**).

It is mandatory that you hold registration as an Architect in Queensland in accordance with the requirements of the Architects Act 2002.

Conditions and benefits of the role

[We offer a safe, inclusive and diverse work culture](#), that encourages applications from people with different backgrounds, cultures, racial origins, ages, genders, abilities and experience. We are committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace for all our staff.

Your employment conditions are set out in the: *Public Service Act 2008, the Building and Asset Services Office Staff Certified Agreement 2016* and the *State Government Entities Certified Agreement 2015*.

Conditions include:

- 36.25 hrs p/w
- Up to 12.75% employer super contributions*
- 17.5% annual loading
- Generous leave entitlements
- Flexible working options including flexible start & finish times
- Salary packaging available

**Based on a super contribution rate of up to 5%. The required standard employee contribution is between 2% and 5%.*

Interested in applying?

To enable us to assess your merit, your application should include:

- your **current resume**;
- a **brief letter** (2 pages maximum) telling us why you are interested in this role. We would also like you to tell us how your experiences will enable you to demonstrate the behaviours described in the section 'What we are looking for' and how this will enable you to help deliver on the **Principal Architect's** responsibilities as listed under the section 'Your contribution'.

To enable us to assess your merit, your application should include:

- your **current resume**;
- a **brief letter** (two-page maximum) telling us why you are interested in this role. We would also like you to tell us how your experiences will enable you to demonstrate the behaviours described in the section 'What we are looking for' and how this will enable you to help deliver on the **Principal Architect's** responsibilities as listed under the section 'Your contribution'.

Applying online through the Smart jobs and careers website 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 please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

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

about alternative arrangements. If you have any additional questions regarding the role please contact **Craig Wallis, Director Professional Services** on **07 3008 3336**.

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

Hand delivered applications will not be accepted.

The selection process will start with short-listing, where we assess the information provided in your application. Based on this, we will select applicants to proceed to the next phase of assessment, which could involve a work test, an interview or other selection techniques.

Pre-employment checks

Referee checking will be undertaken and other pre-employment checks may occur prior to any offer of employment. Checks will include:

- **Criminal history screening:**
 - Criminal history screening will be undertaken on the preferred applicant(s). A criminal conviction or charge may not exclude an applicant from consideration for appointment with the Department of Housing and Public Works
- **Blue card check:**
 - A blue card check will be undertaken on the preferred applicant(s) should the role require work to be carried out at education or care service premises when education and care services are being provided.
- **Proof of eligibility for appointment to Queensland Public Sector**
- **A serious discipline history disclosure**

Additional information

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.

Service delivery and employee development is supported by a mobile and agile workforce. You may seek or may be required to work in alternative locations or undertaking alternative duties on a temporary or permanent basis.

Applications will remain current for a period of up to 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary; full time or part time).

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

All information submitted by an applicant for this role is subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009* for personal information.

Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding two years.

Applicants appointed to this position may be subject to a probationary period in accordance with the *Public Service Act 2008* and/or the *Industrial Relations Act 2016*.



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