

# Selection Report

<b>Position title:</b>	Manager, Communications and Strategic Engagement	<b>Classification:</b>	AO8
<b>Business unit:</b>	Corporate Services	<b>Location:</b>	Brisbane CBD
<b>Position type (i.e. temp, perm):</b>	Permanent, Full-Time	<b>Position no:</b>	
<b>Job Ad Reference:</b>	QLD/342851/20	<b>Closing date:</b>	Wednesday 06 May 2020

## PART A: RECOMMENDATION

The selection panel recommends that Name - OOS be offered the position with a commencing pay of AO8

Selection panel sign-off		
Name	Position	Business Unit
Donna Smith	Senior Director	Corporate Services, Department of Aboriginal and Torres Strait Islander Partnerships
<b>Signature:</b>	<span style="border: 1px solid black; padding: 2px;">Signature</span>	<b>Date:</b> 29/06/2020
Simone Jackson	Executive Director	Culture and Economic Participation, Department of Aboriginal and Torres Strait Islander Partnerships
<b>Signature:</b>		<b>Date:</b>
Greg Anderson	Regional Director – North Queensland,	Department of Aboriginal and Torres Strait Islander Partnerships
<b>Signature:</b>		<b>Signature:</b>
Kirsten Roos	A/Director, External Relations and Services	Integrated Communications, Department of Premier and Cabinet
<b>Signature:</b>		<b>Signature:</b>

email approvals attached  
KP

Delegate approval		
Name	Position	Business Unit
K. Parton	DDG	Policy & Corporate Services
<b>Signature:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<b>Date:</b> 3/7/20

**PART B: ASSESSMENT OF SHORTLISTED APPLICANTS**

**Selection strategy**

An external recruitment process was undertaken and applicants were asked to provide:

- a statement (not more than two pages) that summarises their skills, experience and achievements against the key capabilities within the context of the role they are applying for; and
- a current resume containing details of 2 referees. At least one referee should have a thorough knowledge of their work over the past two years as their manager or supervisor.
- a cultural referee from an Aboriginal or Torres Strait Islander person who can attest to their knowledge, skills and experience in regard to their cultural capability.

There were 85 applications. Shortlisting of these applications was undertaken by the panel with 4 applicants determined to be suitable for interview.

The 4 shortlisted applicants were invited to interview on the 16 – 17 June 2020.

Out of the 4 shortlisted applicants, 4 were interviewed and 0 withdrew from the process having secured permanent employment elsewhere.

**Recommended appointee**

**Name**

Name - OOS

**Selection tool 1**

Written application

**Selection tool 2**

Psychometric Assessment

**Selection tool 3**

Formal interview

**Selection tool 4**

Written Question

**Selection tool 5**

References

**Overall comparative**

**Written Application**

[redacted] has been working in communications and project roles for Queensland Government since 2010 [redacted] Third party personal information

[redacted] has the following qualifications:

- Diploma of Management, [redacted]
- Diploma in Marketng, [redacted]

As well as having completed relevant professional development.

[redacted] application demonstrates experience across marketing and communications across numerous channels of engagement and her most recent role [redacted] has seen her focused on developing customer strategy. In her application [redacted] demonstrated her ability to lead multi-functional team and provide solid examples through factual evidence.

[redacted] application is well written and demonstrates her notable achievements.

**Telephone Screen**

The following is a summary of the initial telephone screen with [redacted] conducted by [redacted] Manager, Hays Recruitment on 20 May 2020.



Name - [redacted] presented as a well-rounded marketing, communications and events manager, with significant experience across a range of projects, both commercial and community focused. She is strategic and has an end to end view as well as being customer focused. From a managerial standpoint, she would be highly proficient at running a cross-capable team and discussed digital first as a government priority. [redacted] gave a solid example about how she would build relationships coming into a new department - [redacted]

[redacted]  
Third party personal information

When looking at cultural capability, [redacted] referred to her time working at [redacted] on the [redacted] project. She highlighted issues such as [redacted]

It was noted that [redacted] could have expanded on her cultural capability knowledge, particularly given her work on the [redacted] project.

**Psychological Assessment**

[redacted]

**Interview**

During the interview [redacted] was able to demonstrate her ability to meet the majority of the key capabilities of the Manager, Communications and Strategic Engagement.

**Capability One - Leads Strategically**

**Capability Two - Leads change in complex environments**

[redacted]  
Interview questions

[redacted] response mostly the requirements of the capability.

*mostly met*

[redacted]

Third party personal information

**Capability Three -Develops and mobilises talent**  
**Capability Four - Drives accountability and outcomes**

Interview questions

Name response met the criteria of the capabilities.



Third party personal information

**Capability Five -Demonstrates sound governance**

Interview questions

Name -  responses met the key capability of these criteria.

R



Third party personal information

**Capability Six - Cultural Capability**

Interview questions

Name -  Set some of the criteria of this capability.

[Large empty box for criteria setting]

**Written Exercise**

[Large empty box for written exercise]

**Comments**

gave strong and structured responses which displayed a strong alignment between the operational and strategic elements of the role. She displayed the ability to build strong relationships and is highly capable across the communications remit. She presented calm in the interview and really listened to the questions being asked, whilst subtly taking control.  displays a strong leadership and management philosophy and approach and gave relevant examples to showcase her abilities and skills and was able to highlight the importance of cross department networks.  does have limited cultural capability knowledge and her responses in this area lacked detail, however, did recognise this.



Recommended Pay-point	A08 <input type="checkbox"/>
Referee/pre-employment checks	<input checked="" type="checkbox"/> Confirmed assessment

**Applicant 2**

Third party personal information

RTI RELEASE

RTI RELEASE

Third party personal information

Attachment	Document
A	Role Profile
B	Application received from the recommended appointee
C	References for the preferred candidate
D	Interview questions
E	Panel notes

### Retention of selection documentation

The following selection documentation must be retained by the Chair of the panel:

- Applicant register provided by Queensland Shared Services
- Role profile
- Original Selection Report (this report)
- Original applications for successful and unsuccessful applicant
- Panel notes (including hand written notes)
- Referee reports
- Pre-employment screening documentation
- Interview questions and answers (if the applicants were assessed using interviews)
- Work sample instructions, work sample and work sample assessment sheet (if used)
- Other assessment techniques and associated results

### Appointment documentation to be provided to Queensland Shared Services

The Panel Chair should ensure that the following occur:

- HR form 'Acceptance of employment' - After the selection process is finalised, and the offer of employment is made, the panel chair is responsible for ensuring the employee signs and returns the form to them. The signed form is to be forwarded to Payroll QSS, with the payroll commencement documentation, for filing on the employee's personnel file.
- This appointment is processed using the staff appointment form in My.Appointment and includes certified copies of any tertiary qualification (required for professional roles) and any other mandatory requirements e.g. drivers licence.

**Queensland Shared Services will notify all successful and unsuccessful applicants by letter.**

## Retention of selection documentation

The following selection documentation must be retained by the Chair of the panel:

- Applicant register provided by Queensland Shared Services
- Role profile
- Original Selection Report (this report)
- Original applications for successful and unsuccessful applicant
- Panel notes (including hand written notes)
- Referee reports
- Pre-employment screening documentation
- Interview questions and answers (if the applicants were assessed using interviews)
- Work sample instructions, work sample and work sample assessment sheet (if used)
- Other assessment techniques and associated results

## Appointment documentation to be provided to Queensland Shared Services

The Panel Chair should ensure that the following occur:

- HR form 'Acceptance of employment' - After the selection process is finalised, and the offer of employment is made, the panel chair is responsible for ensuring the employee signs and returns the form to them. The signed form is to be forwarded to Payroll QSS, with the payroll commencement documentation, for filing on the employee's personnel file.
- This appointment is processed using the staff appointment form in My.Appointment and includes certified copies of any tertiary qualification (required for professional roles) and any other mandatory requirements e.g. drivers licence.

**Queensland Shared Services will notify all successful and unsuccessful applicants by letter.**

## ROLE PROFILE

Closing date:	
Contact for further information:	Mr Matthew Wilkinson A/Director, Treaty Advancement Mobile number - OOS
Job ad reference no.:	
Title:	Senior Communication Officer
Classification:	AO6
Service Area:	Strategic Policy and Legislation
Branch/Team/Region:	Path to Treaty team, Culture and Community Policy
Location:	Brisbane, CBD
Salary range:	\$98,408 - \$105,086 per annum + super
Status and Employment type:	Temporary, full-time
Job duration:	1 October 2021 to 30 June 2022, with the possibility of extension
Additional / mandatory requirements:	Applicants for roles in Aboriginal and Torres Strait Islander Partnerships must nominate (or provide a written reference from) an Aboriginal person or a Torres Strait Islander person who can attest to their ability to meet the cultural capability criteria. This person may be a community member, supervisor or work colleague.

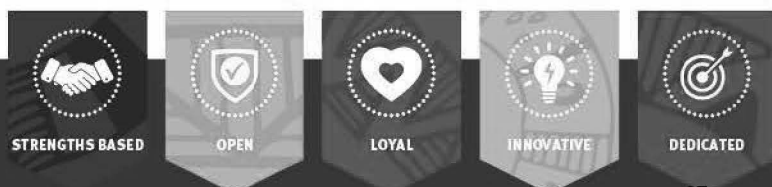
The Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships is responsible for ensuring inclusive and safeguarded services to seniors and people with disability; and providing whole-of-government leadership, coordination and monitoring in policy, program and service delivery for Aboriginal and Torres Strait Islander Queenslanders.

The Seniors and Disability Services divisions of the department strive to achieve high quality, safe and cost-efficient services to vulnerable and older members in the community. They are focussed on promoting a culture which supports the best possible outcomes for clients through evidence-based best practice and innovation in the provision of accommodation, respite and forensic services for people with a disability, and a range of concessions and assistance for seniors.

The Aboriginal and Torres Strait Islander Partnerships division of the department has a lead role in enabling Aboriginal people and Torres Strait Islander people to contribute to, and enjoy, Queensland's prosperity and lifestyle through the delivery of whole-of-Government policies, programs and services.

We work closely with government agencies at all levels, industry and community representatives to:

- enable people to acquire skills and abilities to actively participate in the Queensland economy



STRENGTHS BASED

OPEN

LOYAL

INNOVATIVE

DEDICATED



**Role profile:** Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

- develop and implement social and economic initiatives to strengthen the capabilities of Aboriginal peoples and Torres Strait Islander peoples and their communities.

If you would like further information about our department visit our [website](#).

## Why join our team?

The Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships will support you to build a challenging and rewarding career while maintaining a healthy work and life balance. The department is committed to providing employees with access to a flexible work environment and welcomes the opportunity to discuss these arrangements. You will enjoy a competitive salary, superannuation, salary packaging, flexible working hours, flexible leave options, a safe and healthy work environment and professional development.

## Role Scope

The primary functions of the Senior Communication Officer are to:

- Provide communication advice and practical delivery and assistance to colleagues across corporate and regional offices within the department, with regard to the planning, development, implementation and evaluation of communication activities for the Path to Treaty.
- Implement media, communication and event activities for state-wide initiatives and corporate projects in relation to the Path to Treaty. You will need to be flexible and adaptable.

## Key responsibilities of this role

- Provide strategic advice and practical assistance in the development, implementation and evaluation of communication strategies and deliverables to achieve agreed outcomes for the department, programs or initiatives.
- Strong media management skills, including the ability to identify media opportunities and to generate, write and edit media material to promote the department's programs and initiatives and to manage reactive media issues in relation to the Path to Treaty.
- Source and identify information, undertake research and check the accuracy of information for other communication activities such as speeches, case studies, publications and website content.
- Assist with the development and monitoring of the department's social media and media monitoring activities supporting the Path to Treaty.
- Build and maintain strong relationships with Aboriginal and Torres Strait Islander media outlets and other key stakeholders to ensure the dissemination of information and content is in a format appropriate to engage the end user.
- Develop and foster strong, positive working relationships with internal and external colleagues, partners, networks and other stakeholders to determine scope and enable the effective delivery of communication and media activities for the Path to Treaty.
- Adopt working methods that adjust to cultural and political differences.
- Staff engaged by ATSIP are expected to adhere to our SOLID (strengths-based, open, loyal, innovative and dedicated) culture.

## Working relationships in this role

**Reports to:** Director, Treaty Advancement

**Direct reports:** Nil

**Role profile:** Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

## Delegations

The position does not hold any human resource and financial delegations.

## How will you be assessed for this Role?

To be successful in this role you will be required to demonstrate competency in relation to technical requirements of the role as well as the [Leadership competencies for Queensland](#):

### Vision

#### Leads strategically

- Recognises how organisational events and issues impact on the work of the team.
- Prioritises projects and tasks efficiently, in line with team commitments.

#### Responds flexibly to change

- Works to embrace and assist change.
- Shows resilience in times of uncertainty.

### Results

#### Focuses on performance

- Sets priorities and organises self to meet deadlines.
- Reports progress and any potential delays or issues which may impact on others.

#### Manages internal and external relationships

- Written and verbal communication is clear and concise.
- Builds networks with peers.
- Works collaboratively with others.

### Accountability

#### Models professional and ethical behaviour

- Acts in accordance with the QPS legislative framework and Code of Conduct.
- Models ethical behaviour and consistently apply those ethical standards to self and others.

#### Applies specialist knowledge and skills

- Able to evidence knowledge in their specialist and/or functional area.
- Demonstrates strong skills in their specialist and/or functional area.

### Cultural Capability

- You are able to communicate effectively with Aboriginal peoples and Torres Strait Islander peoples and you have knowledge of both cultures and societies from a historical and contemporary perspective.
- You recognise and articulate the interests of Aboriginal peoples and Torres Strait Islander peoples and you are able to consult in accordance with cultural protocols if required.

## Our inclusive workforce

The department values the skills and insights we gain through a diverse and inclusive workforce that reflects the community we serve.

We encourage applications from people of all ages, life stages, caring responsibilities, intellectual/physical abilities, gender identity, sexual orientation, cultural background and ethnicity to apply for positions with us.

We promote a respectful workplace culture that is free from all forms of harassment, workplace bullying, discrimination and violence. We respect, protect and promote human rights, including through our recruitment

**Role profile:** Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

processes. The department has achieved White Ribbon Australia (WRA) Workplace Accreditation as part of our commitment to prevent domestic and family violence.

## Important information for applicants

- Staff engaged with DSDSATSIP are expected to adhere to our SOLID (strengths based, open, loyal, innovative and dedicated) culture.
- A probationary period may apply to successful applicants to permanent roles who are external to the public service (unless advised otherwise)
- Successful applicants will be subject to a criminal history check and/or blue screening for roles that work with children.
- Successful applicants must disclose any previous serious disciplinary action
- Newly appointed public service employees are obliged, within one month of starting duty, to make a disclosure of any employment as a lobbyist in the previous two years
- Applications remain current for 12 months and may be considered for identical or similar vacancies (these may be at a different location)
- To be eligible for permanent appointment to the Queensland Public Service, applicants must provide proof of Australian citizenship or permanent residency or a right to stay indefinitely. To be eligible for temporary appointment, applicants must provide proof that they can legally work in Australia for the period of the vacancy.
- Voluntary Separation Program (VSP) recipients or applicants who have been paid a voluntary early retirement, redundancy or retrenchment payment from a Queensland Government entity are required to indicate this in their application.

## How to apply

Unless stated otherwise, your application should include\*:

- a **statement (not more than two pages)** that summarises your skills, experience and achievements within the context of the role you are applying for. Consider the competencies listed in '*How will you be assessed for this role*', in particular the behavioural indicators for each competency provided in the [Leadership competencies for Queensland](#).
- a **current resume** containing details of two (2) referees with at least one (1) of those referees having a thorough knowledge of your work behaviour, conduct and performance within the previous two years. Applicants for roles in Aboriginal and Torres Strait Islander Partnerships must nominate (or provide a written reference from) an Aboriginal person or a Torres Strait Islander person who can attest to their ability to meet the cultural capability criteria. This person may be a community member, supervisor or work colleague.
- All role descriptions and selection processes are required to be aligned with the Leadership competencies for Queensland (LCQ). For more information visit: <https://www.forgov.qld.gov.au/leadership-competencies-queensland>

\*See tips on [how to write a resume and cover letter](#).

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.

**Role profile:** Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

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 vacancy has closed should be directed to the contact officer on the role profile.

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.

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 the Selection Panel has granted approval to consider a late application, please contact the Applications Processing Team on the numbers above to arrange this.

Hand delivered applications will not be accepted.

Approved by:	
Delegates title:	Executive Director
Unit:	Strategic Policy and Legislation
Delegate's name:	Jason Kidd
Level:	3
Signature: Email approval	Date: 4 August 2021

JD/JEMS: <Enter if known or SSA to complete>

RTI RELEASED

# Selection Report

<b>Position title:</b>	Senior Communications Officer	<b>Classification:</b>	AO6
<b>Business unit:</b>	Path to Treaty Culture and Community Policy, SP&L	<b>Location:</b>	1WS
<b>Position type (i.e. temp, perm):</b>	Temporary until 30 June 2021	<b>Position no.:</b>	750105
<b>Job Ad Reference:</b>	QLD/359079/20	<b>Closing date:</b>	15/12/2021

## ROLE PROFILE:



AO6 Treaty team -  
Communications Office

## PART A: RECOMMENDATION

The selection panel recommends that  be offered the position with a commencing pay of AO6.

Selection panel recommendation		
Name	Position	Business Unit
(Chair) Matthew Wilkinson	A/Director	Treaty Advancement
<b>Signature: Approved via email</b>		<b>Date:</b>
<input type="text"/>	Manager, Communication and Strategic Engagement	Corporate Services
<b>Signature: Approved via email</b>		<b>Date:</b>
<input type="text"/>	Senior Communications Officer (Media)	Communication and Strategic Engagement
<b>Signature: Approved via email</b>		<b>Date:</b>

Delegate approval		
Name	Position	Business Unit
Jason Kidd	Executive Director	Strategic Policy and Legislation

Signature: Approved via email

Date:

**PART B: ASSESSMENT OF SHORTLISTED APPLICANTS****Selection strategy**

Applications closed on 15/12/20.

The Panel confirmed that there were no conflicts of interest.

Candidates were assessed for shortlisting by the Panel based on a written statement and CV (**Selection tool 1**).

On 29/1/21 the Panel shortlisted three candidates for interview.

The Panel interviewed the three candidates (in-person) on 2/2/21 (**Selection tool 2**).

Candidates were given 15 mins to consider two questions and then had 25 mins to outline their response.

The questions were:

- Interview questions
- 

On advice from Human Resources a further follow up question was raised with candidates (by the Panel via phone) on 9/2/21:

- 

Referee checks were undertaken for the recommended candidate and the candidate on the order or merit.

**Cultural capability focus**

Mr Lawrence Swann, A/Executive Director, Culture and Economic Participation, Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships, has reviewed the written material, including the cultural references.

Mr Swann agrees that an assessment of the candidates' cultural capability has been appropriately considered as part of the interview process, noting in particular the second phone interview that focused on cultural capability, and the written referee reports that focused on cultural capability.

Please find the email from Mr Lawrence attached.

**Recommended appointee****Name**

Name - OOS

**Selection tool 1**

- High quality written application and CV
- Clearly addressed selection criteria
- Demonstrated experience required to meet the requirements for the role
- Strong communications experience
- Relevant media experience including in social media content and management
- Relevant examples and explanation of experience in written statement



**Selection tool 2**

- Excellent performance at interview

- Question 1

- Clearly addressed the question

- 

- 

- 

- 

Third party personal information

- Question 2

- Clearly addressed the question

- 

- 

- 

- 

- 

- 

- Question 3

- Firstly, clarified and paraphrased the question

- 

RTI RELEASE



	<p style="text-align: center;">Third party personal information</p>
<p><b>Overall comparative</b></p>	<p>The Panel consider that [Name - OOS] is the most meritorious candidate based on selection tools 1 and 2.</p> <p>The candidate has rated highly against the capabilities listed in the role profile.</p> <p>The Panel unanimously agreed that [ ] is the recommended applicant for appointment to the role.</p>
<p><b>Recommended Pay-point</b></p>	<p>AO6</p>
<p><b>Pre-employment checks (including referee checks)</b></p>	<p><input checked="" type="checkbox"/> Referee reports received. In accordance with clause 8 of the Recruitment and Selection Directive, referee reports were used to validate the panel's assessment.</p> <p><input type="checkbox"/> Applicant not recommended for appointment or placed on the order of merit.</p>

**PART C: ASSESSMENT OF APPLICANTS NOT SHORTLISTED**

Name	Comments/Reason
Third party personal information	

**PART D: ATTACHMENTS**

Attachment	Document
A	Role Profile
B	Applications received from the recommended appointee and shortlisted applicants
C	Panel Member and Delegate Declaration of Conflict of Interest/Personal Knowledge form
D	Shortlisting moderation matrix (i.e. benchmarking indicators)
E	Moderation after completion of analysis of Selection tool 1 and Selection tool 2
F	Referee reports – (As a minimum for the recommended appointee <u>and</u> applicants placed on the Order of Merit)
G	Pre-employment screening documentation [if required]
H	Serious discipline history declaration

## Retention of selection documentation

The following selection documentation must be retained by the Chair of the panel:

- Applicant register provided by Queensland Shared Services
- Role profile
- Original Selection Report (this report)
- Original applications for successful and unsuccessful applicant
- Panel notes (including hand written notes)
- Referee reports
- Pre-employment screening documentation
- Serious discipline history declaration
- Panel Member and Delegate Declaration of Conflict of Interest/Personal Knowledge form
- Interview questions and answers (if the applicants were assessed using interviews)
- Work sample instructions, work sample and work sample assessment sheet (if used)
- Other assessment techniques and associated results

## Appointment documentation to be provided to Queensland Shared Services

The Panel Chair should ensure that the following occur:

- HR form 'Acceptance of employment' - After the selection process is finalised, and the offer of employment is made, the panel chair is responsible for ensuring the employee signs and returns the form to them. The signed form is to be forwarded to Payroll QSS, with the payroll commencement documentation, for filing on the employee's personnel file.
- This appointment is processed using the staff appointment form in My.Appointment and includes certified copies of any tertiary qualifications (required for professional roles) and any other mandatory requirements e.g. drivers licence.

**Queensland Shared Services will notify all successful and unsuccessful applicants by letter.**

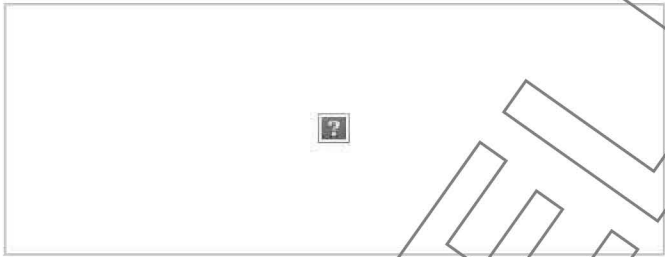
**From:** [Redacted] on behalf of [Human Resources](#)  
**To:** [Redacted]  
**Subject:** FW: 750105 - A06 Senior Communications Officer, CCP  
**Date:** Wednesday, 10 March 2021 10:41:04 AM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[A06 Treaty team - Communications Officer - shortlisting-matrix.docx](#)  
[A06 Treaty team - Senior Communications Officer - selection-report - final.docx](#)  
[RE Referee report for \[Redacted\].msg](#)  
[RE Referee report for \[Redacted\].msg](#)  
[RE Cultural referee report for \[Redacted\].msg](#)  
[RE Referee report for \[Redacted\].msg](#)  
[Re Referee report for \[Redacted\].msg](#)  
[A06 Treaty Team - Senior Communications Officer - Appointment-approval-form.docx](#)  
[image004.png](#)

[Redacted]

FYI re approval date

[Redacted] Human Resource Officer  
 Human Resources | Corporate Services  
 Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

[Redacted] Phone numbers



*I acknowledge Aboriginal and Torres Strait Islander people as the Traditional Owners of this country throughout Australia, and their connection to land and community. I pay my respect to all Traditional Owners, and to their Elders past and present.*

**From:** [Redacted] **On Behalf Of** DATSIP ODDG PCS Shared Mailbox  
**Sent:** Wednesday, 17 February 2021 1:31 PM  
**To:** [Redacted]  
**Cc:** Human Resources <HumanResources@atsip.qld.gov.au>; Matthew z Wilkinson  
 [Redacted]  
**Subject:** 750105 - A06 Senior Communications Officer, CCP

Hi [Redacted]

For SRP consideration.

Delegate has approved below electronically.

Thanks,

[Redacted] **Business Support Officer**  
 Office of the Deputy Director-General, Policy and Corporate Services  
 Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships  
 Level 9, 1 William Street Brisbane Qld 4000 | PO Box 15397, City East QLD 4002

[Redacted]

Please note I telecommute Monday to Friday (available via email)

**From:** [redacted] Name - OOS [redacted] **On Behalf Of** Policy Mailbox  
**Sent:** Wednesday, 17 February 2021 11:23 AM  
**To:** DATSIP ODDG PCS Shared Mailbox [redacted]  
**Cc:** [redacted] Matthew z Wilkinson  
 <Matthew.Wilkinson@datsip.qld.gov.au>  
**Subject:** For BSO action: Confidential - Treaty team - AO6 Senior Communications Officer role

Hi [redacted]

For your action. I'm aware that Jason sent to your personal email address. Sending this to the mailbox as well so that [redacted] knows what is being tasked.

Thank you,

[redacted]

[redacted] A/Principal Executive Officer  
 Office of the Executive Director | Strategic Policy and Legislation  
 Aboriginal and Torres Strait Islander Partnerships  
 Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships  
 [redacted]  
 Phone number [redacted]

**From:** Jason Kidd  
**Sent:** Wednesday, 17 February 2021 11:03 AM  
**To:** [redacted] Matthew z Wilkinson  
 [redacted] Policy Mailbox [redacted]  
**Subject:** FW: Confidential - Treaty team - AO6 Senior Communications Officer role

Approved thanks electronically

Jason Kidd  
 Executive Director, Strategic Policy and Legislation  
 Aboriginal and Torres Strait Islander Partnerships  
 Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

[redacted]



**From:** Matthew z Wilkinson [redacted]  
**Sent:** Tuesday, 16 February 2021 10:32 AM  
**To:** Jason Kidd [redacted]

Cc: [Redacted] Name - OOS

Subject: Confidential - Treaty team - AO6 Senior Communications Officer role

Hi Jason

We've now completed the recruitment process for the AO6 Senior Communications Officer role. Please find the recruitment documents attached for your review and approval.

Thanks to [Redacted] for being part of the panel.

Lawrence has also reviewed the material as recommended by HR. The email from Lawrence and also the email from [Redacted] from HR are attached.

If you approve, I will then progress to [Redacted] for proceeding to the panel.

Thanks very much

Cheers

**Matthew Wilkinson**

A/Director

Treaty Advancement / Strategic Policy and Legislation

Aboriginal and Torres Strait Islander Partnerships

Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

[Redacted] Phone number

[Redacted]

RTI RELEASED

# Appointment approval

Vacant Position Details (vacant role to be filled)	
Position Number	750105
Position Title	Senior Communications Officer
Classification	AO6
Region/Branch	Path to Treaty, CCP, Strategic Policy and Legislation
Temporary or Permanent	Temporary to 30 June 2021
Recruitment process Eg Transfer at level, EOI, closed merit	Advertised on smart jobs QLD/359079/20
Hiring manager	Matthew Wilkinson

Substantive Position Details (current position of DATSIP officer being offered vacant role)	
Successful candidate	Name - OOS
Position Number	N/A
Position Title	N/A
Classification	N/A
Region/Branch	N/A
Has this been discussed with the current Manager/Director?	N/A
Is this opportunity supported by the current Manager/Director?	N/A
What will the impact be on current / substantive team and how will this be addressed? N/A	
Additional comments: N/A	
ED approval	Jason Kidd

<b>Assessment by panel:</b> <input type="checkbox"/> Appointment can proceed  <input type="checkbox"/> Merit process demonstrated for permanent positions or temporary positions over 12 months <input type="checkbox"/> Application <input type="checkbox"/> Interview and written exercise (to demonstrate capabilities) <input type="checkbox"/> Referee checks	
Approved	Not approved

Panel member name	Panel member signature	Date
Chris Sarra Director-General		

Once complete, this form and the paperwork demonstrating merit (eg selection report, transfer at level, temporary to permanent review, etc.) should be emailed to [humanresources@datsip.qld.gov.au](mailto:humanresources@datsip.qld.gov.au)



# Selection Report

<b>Position title:</b>	Senior Communications Officer	<b>Classification:</b>	AO6
<b>Business unit:</b>	Path to Treaty team	<b>Location:</b>	1WS
<b>Position type (i.e. temp, perm):</b>	Temporary until 30 June 2021	<b>Position no.:</b>	
<b>Job Ad Reference:</b>		<b>Closing date:</b>	15/12/21

## ROLE PROFILE:



AO6 Treaty team -  
Communications Offic

## PART A: RECOMMENDATION

The selection panel recommends that  be offered the position with a commencing pay of AO6.

Selection panel recommendation		
Name	Position	Business Unit
(Chair) Matthew Wilkinson	A/Director	Treaty Advancement
<b>Signature:</b>		<b>Date:</b>
<input type="text"/>	Manager, Communication and Strategic Engagement	Corporate Services
<b>Signature:</b>		<b>Date:</b>
<input type="text"/>	Senior Communications Officer (Media)	Communication and Strategic Engagement
<b>Signature:</b>		<b>Date:</b>

Delegate approval		
Name	Position	Business Unit
Jason Kidd	Executive Director	Strategic Policy and Legislation

Signature:

Date:

**PART B: ASSESSMENT OF SHORTLISTED APPLICANTS****Selection strategy**

Applications closed on 15/12/20.

The Panel confirmed that there were no conflicts of interest.

Candidates were assessed for shortlisting by the Panel based on a written statement and CV (**Selection tool 1**).

On 29/1/21 the Panel shortlisted three candidates for interview.

The Panel interviewed the three candidates (in-person) on 2/2/21 (**Selection tool 2**).

Candidates were given 15 mins to consider two questions and then had 25 mins to outline their response.

The questions were:

- 
- 

Interview question

On advice from Human Resources a further follow up question was raised with candidates (by the Panel via phone) on 9/2/21:

- 

Referee checks were undertaken for the recommended candidate and the candidate on the order of merit.

**Cultural capability focus**

Mr Lawrence Swann, A/Executive Director, Culture and Economic Participation, Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships, has reviewed the written material, including the cultural references.

Mr Swann agrees that an assessment of the candidates' cultural capability has been appropriately considered as part of the interview process, noting in particular the second phone interview that focused on cultural capability, and the written referee reports that focused on cultural capability.

Please find the email from Mr Lawrence attached.

**Recommended appointee**

Name

Name - OOS

**Selection tool 1**

- High quality written application and CV
- Clearly addressed selection criteria
- Demonstrated experience required to meet the requirements for the role
- Strong communications experience
- Relevant media experience including in social media content and management
- Relevant examples and explanation of experience in written statement

**Selection tool 2**

- Excellent performance at interview
- Question 1
  - Clearly addressed the question

Third party personal information

- Question 2
  - Clearly addressed the question

- Question 3
  - Firstly, clarified and paraphrased the question

RTI RELEASE

	<p style="text-align: center;">Third party personal information</p>
<p><b>Overall comparative</b></p>	<p>The Panel consider that [Name - OOS] is the most meritorious candidate based on selection tools 1 and 2.</p> <p>The candidate has rated highly against the capabilities listed in the role profile.</p> <p>The Panel unanimously agreed that [ ] is the recommended applicant for appointment to the role.</p>
<p><b>Recommended Pay-point</b></p>	<p>AO6</p>
<p><b>Pre-employment checks (including referee checks)</b></p>	<p><input checked="" type="checkbox"/> Referee reports received. In accordance with clause 8 of the Recruitment and Selection Directive, referee reports were used to validate the panel's assessment.</p> <p><input type="checkbox"/> Applicant not recommended for appointment or placed on the order of merit.</p>

# Shortlisting matrix

Review of cover letter and resume against role requirements

**Role title:** Senior Communication Officer  
**Business area:** Treaty Advancement team, Strategic Policy and Legislation  
**Classification:** A06  
**Job ad reference:** QLD/359079/20

**Panel:** Matt Wilkinson (Chair),

**Panel shortlisting:** Via emails on 28 and 29/1/21

Applicant's name	Shortlisted (Yes/No)	Shortlisting assessment comments A brief summary of the applicant's work experience relevant to the role and a description of how/whether the applicant meets the requirements for the role	Invited to interview
	Yes	<ul style="list-style-type: none"> <li>• Relevant media experience including in social media content and management</li> <li>• Relevant examples and explanation of experience in written statement</li> </ul>	<p>Third party personal information</p> <p>Called and confirmed by email on 29/1/21</p>

**From:** [Redacted]  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: Urgent by 9am 13 July 2021 - selection report for review and approval - A07 SCM  
**Date:** Monday, 12 July 2021 2:28:05 PM  
**Attachments:** [Selection report A07 Jun 21.docx](#)  
[image001.jpg](#)

Hi [Redacted]

I've proof-read the selection report and tracked some edits. Thank you for preparing this - I'm happy to endorse the document.

Thanks again to [Redacted] for your support with this process.

Regards

[Redacted] **Manager**  
 Strategic Communication and Marketing  
 Governance and Strategic Communication  
 Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships  
 Level 9, 1 William Street, Brisbane QLD 4001

[Redacted] Phone numbers

**From:** [Redacted]  
**Sent:** Monday, 12 July 2021 1:24 PM  
**To:** [Redacted]  
**Subject:** Urgent by 9am 13 July 2021 - selection report for review and approval - A07 SCM  
**Importance:** High

Hi [Redacted]

So that we I can progress the selection report to the delegate, and also seek VMC approval to appoint, can you please assist with the following:

- Review the selection report and confirm via return email that you are happy with this and endorse the recommendation to appoint the candidate
- Provide any updates to the selection report in track changes

I have sought advice from HR regarding only having two referee checks (issues with contacting one of the referees and the back-up), and we can proceed based on this as we have a general referee check and a cultural capability referee check.

Apologies for the short turn around, however if you can please confirm for me via email, by **9am, Tuesday 13 July 2021**.

Kind regards

[Redacted] Senior Executive Officer  
 Governance and Strategic Communication  
 Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

[Redacted]



*I acknowledge Aboriginal and Torres Strait Islander people as the Traditional Owners of this country throughout Australia, and their connection to land and community. I pay my respect to all Traditional Owners, and to their Elders past and present.*

RTI RELEASE



# SELECTION REPORT

<b>Position title:</b>	<b>Principal Communication Officer</b>	<b>Classification:</b>	<b>A07</b>
<b>Business unit:</b>	<b>Strategic Communication and Marketing</b>	<b>Location:</b>	<b>9/ 1 William Street Brisbane QLD 4000</b>
<b>Position type (i.e. temp, perm):</b>	<b>Temporary</b>	<b>Position no.:</b>	
<b>Job Ad Reference:</b>	<b>QLD/375243</b>	<b>Closing date:</b>	<b>12/06/2021</b>

## PART A: RECOMMENDATION



The selection panel recommends that  be offered the position with a commencing pay of A07

Selection panel sign-off			
Name	Position	Business Unit	
<input type="text"/>	Manager	Strategic Communication and Marketing	
<b>Signature:</b>			<b>Date:</b>
<input type="text"/>	Principal Project Officer	Regional Coordination	
<b>Signature:</b>			<b>Date:</b>
(Chair) <input type="text"/>	Manager	Communication and Strategic Engagement	
<b>Signature:</b>			<b>Date:</b>

Delegate approval			
Name	Position	Business Unit	
Donna Smith	Executive Director	Governance and Strategic Communication	
<b>Signature:</b>			<b>Date:</b>

**PART B: ASSESSMENT OF SHORTLISTED APPLICANTS**

<p><b>Selection strategy</b></p> <p>One Candidate was received in response to the position advertised.</p> <p>The Panel identified one potential perceived conflict of interest with the candidate.</p> <p>The Panel assessed for suitability based on a current resume and application letter (See Selection tool 2).</p> <p>The Panel interviewed the candidate on 16 June 2021 (See selection tool 2).</p> <p>The Candidate was given 15 minutes to consider four questions, then had 30 minutes to outline their response.</p> <p>The Panel obtained referee checks of the Candidate's suitability.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>Recommended appointee</b></p>	
<p><b>Name</b></p>	<p>Name - OOS</p>
<p><b>Selection tool 1</b></p>	<p>     <div style="border: 1px solid black; height: 20px; width: 250px; margin: 5px 0;"></div> <p>Application including covering letter and current resume assessment showed:</p> <ul style="list-style-type: none"> <li>• Demonstrated experience required to meet the requirements for the role, including strong communication and marketing experience across several sectors.</li> <li>• Experience highlighted end-to-end marketing project/ program management.</li> <li>• Cultural Capability examples included working with Aboriginal women to <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> Third party personal information <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> and working with Torres Strait Islander Elders and Thursday Island community members to <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span></li> </ul> </p>
<p><b>Selection tool 2</b></p>	<p>Interview assessment showed in response to question:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center;">Interview question</p> </div> <div style="border: 1px solid black; height: 150px; width: 100%; margin-top: 5px;"></div>

	Third party personal information
	Interview question
<b>Overall comparative</b>	<p>The Panel considered that <span style="border: 1px solid black; padding: 0 5px;">Name - OOS</span> met the merit principle based on section tools 1 and 2 and agreed to recommend the applicant to the role. The candidate was well prepared for the interview, demonstrated good knowledge of marketing and communication practice and demonstrated competency in relation to the capabilities of the role profile including:</p> <ul style="list-style-type: none"> <li>• <del>This position requires</del> experience in mid-level marketing, with demonstrated project management and consumer mass market experience and service-based marketing. Familiarity and skill across all facets of the marketing discipline including written communication, market research, campaign strategy development is desirable. (Technical/role specific)</li> <li>• Leads strategically by understanding, supporting and promoting the organisation's vision and community outcomes, and shares and seeks creative ideas, suggestions and data to inform the delivery of services and actively participates in the design of new solutions and new ways of working. (Vision)</li> <li>• Builds rapport and establishes strong and mutually beneficial connections and actively participates in organisational initiatives and promotes the team's work through clear and compelling communication and demonstrates careful planning and organisation to achieve results. (Results)</li> <li>• Pursues continuous growth through taking personal accountability for learning and pursuing new knowledge and experiences, and demonstrates sound governance through respect and appreciation for legislation and policy frameworks, and fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised. (Accountability)</li> <li>• <del>You are able</del> <u>Ability</u> to communicate effectively with Aboriginal peoples and Torres Strait Islander peoples and <del>you have</del> knowledge of both cultures and</li> </ul>

## Selection Report

	societies from a historical and contemporary perspective, and <del>you to</del> recognise and articulate the interests of Aboriginal peoples and Torres Strait Islander peoples and <del>you are able</del> to consult in accordance with cultural protocols if required.(Cultural Capability)
<b>Recommended Pay-point</b>	A07. <input type="checkbox"/> <span style="border: 1px solid black; padding: 2px;">Third party personal information</span>
<b>Referee/pre-employment checks</b>	<input checked="" type="checkbox"/> Confirmed assessment  <span style="border: 1px solid black; padding: 2px;">Name - OOS</span> – Current Supervisor  <div style="border: 1px solid black; width: 100px; height: 50px; display: flex; align-items: center; justify-content: center;"> <span>Worked with and Cultural Capability Reference</span> </div>

Repeat

**PART C: ASSESSMENT OF APPLICANTS NOT SHORTLISTED**

Name	Comments/Reason
n/a	

**PART D: ATTACHMENTS**

Attachment	Document
A	Role Profile
B	Applications received from the recommended appointee and shortlisted applicants
C	Referee reports
D	Pre-employment screening documentation [if required]



AO7 Principal  
Communication Adv

**Retention of selection documentation**

The following selection documentation must be retained by the Chair of the panel:

- Applicant register provided by Queensland Shared Services
- Role profile
- Original Selection Report (this report)
- Original applications for successful and unsuccessful applicant
- Panel notes (including hand written notes)
- Referee reports
- Pre-employment screening documentation
- Interview questions and answers (if the applicants were assessed using interviews)
- Work sample instructions, work sample and work sample assessment sheet (if used)
- Other assessment techniques and associated results

**Appointment documentation to be provided to Queensland Shared Services**

The Panel Chair should ensure that the following occur:

- This appointment is processed using the staff appointment form in My.Appointment and includes certified copies of any tertiary qualification (required for professional roles) and any other mandatory requirements e.g. drivers licence.

**Queensland Shared Services will notify all successful and unsuccessful applicants by letter.**



**Media and Communication Staffing Profile as at PPE 24/9/2021**

Full Name	Position Title	FTE	Head Count
Name - OOS	Senior Communication Officer	0	1
	Senior Program Officer	1	1
	Manager	1	1
	Senior Communication Officer	1	1
	Principal Communication Officer	1	1
	Senior Communication Officer	1	1
	Principal Communication Advisor	1	1
	Principal Communication Advisor	0.8	1
	Senior Communication Officer	1	1
	Manager Communication Services	1	1
	Principal Communication Advisor	0.8	1
	Senior Design Officer	0.4	1
	Senior Design Officer	0.8	1
	Principal Advisor	0.75	1
	Senior Program Officer	1	1
	Senior Communication Officer	0.8	1
	Principal Online Communication Officer	1	1
Senior Communication Officer (Digital)	1	1	
<b>Grand Total</b>		<b>15.35</b>	<b>18</b>

**Appointments - Media and Communication Staff - 1st July 2020 - 14th September 2021**

Full Name	Position Title	Appointment Reason	Appointment Date	Secondment End Date
	Principal Communication Advisor	Secondment	12/08/2021	2/01/2022

