From: JENSEN, Shannon[redacted]
Sent: Thur 20/04/2023 5:15:18 AM (UTC)
To: SEELEY, Nick[redacted]
Subject: DG Letter to PSC
Attachment: DG Letter to PSC - Mobility Arrangement OIR.docx
Attachment: 406880 22 - Role Description - DDG, OIR .docx

Hi Nick,

Please see attached a draft letter (and role description) for your consideration. You will see some comments and spots for you to fill in some blanks. Let me know if you have any questions.

Please note: Interchange arrangement no longer exists under the new PS Act, it's referred to as mobility arrangement, hence this reference in the letter.

I am on days off tomorrow and Monday, but here if you need anything the rest of today.

Regards
Shannon Jensen
A/Director, Business Partnering Central Office
People Branch (formerly HR)
Department of Education





[redacted]
Level 5 | Education House | 30 Mary Street | Brisbane QLD 4000
PO Box 15033 | City East QLD 4002



Queensland Government

Office of the
Director-General

Department of
Education

Mr Robert Setter
Public Sector Commissioner
Public Sector Commission
[redacted]

Dear Mr Setter

I am writing to seek your approval to appoint Mr Peter McKay by way of a mobility arrangement in accordance with section 82 of the *Public Sector Act 2022* to the position of Deputy Director-General (DDG), Office of Industrial Relations (OIR). I have asked the current DDG OIR Ms Kym Bancroft to lead a significant project to lead XXX which she has agreed to undertake as alternate duties under her current contract conditions. JS1

It is expected that Ms Bancroft will be required to lead this project for XX months, and although there is no evaluated role description, the work she will be required to undertake for a project of this scale is commensurate with SES3 High level roles. As Ms Bancroft currently holds a contract at SES4 High, I request that she continue to be paid at her current classification level so she is not financially disadvantaged by this decision.

In addition, I seek your approval to remunerate Mr McKay at CEO 4.3/4.4 in accordance with JS2 the chief executives and high-level agency senior executives (CEO HLSE) remuneration framework.

The role of DDG OIR was evaluated by Mercer in March 2018 with a determined work value score of 1749, which sits in the Work Value Range of CEO 4.1 to 4.6.

The remuneration of Mr McKay at this level is due to the significant responsibility and accountability held by the role of DDG OIR to lead and manage senior executives to deliver government priorities related to workplace health and safety and industrial relations. The DDG OIR also holds the critical Regulator position under the *Work Health and Safety Act (2011)*, the *Electrical Safety Act (2002)* and the *Workers' Compensation and Rehabilitation Act (2003)*. Additionally, the role holds financial accountability for an operating budget exceeding $188 million annually. Furthermore, as you are aware, the industrial relations landscape is highly unionised and the DDG OIR plays a critical role in managing a vast range of internal and external stakeholders.

There has also been turnover in the DDG OIR role in recent years, with appointments to the role not remaining for long, again evidencing the complexity and need for strong leadership and consultancy skills, to manage stakeholder expectations and lead and drive change across the Division for the Department. Mr McKay holds significant experience in senior executive roles having previously acted as Director-General for the Department of Employment, Small Business and Training for 18 months and as your current Deputy Commissioner.

1 William Street Brisbane
Queensland 4000 Australia
[redacted]
Website www.qed.qld.gov.au
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JS1 This narrative may change depending on the conversation this afternoon.
JENSEN, Shannon, 20/04/2023 02:00 PM

JS2 4.3 - $430,130
4.4 - $415.500
JENSEN, Shannon, 20/04/2023 01:37 PM

Appointment of Mr McKay at this classification would align him consistently with peers in similar roles such as the Associate Director-General for Department of Education.

If approved, I understand that your team will prepare the mobility arrangement agreement.

Please contact Mrs Shannon Jensen, A/Director, Human Resources Business Partnering, by email at [redacted] or on telephone [redacted], should you wish to obtain further information.

Thank you for your consideration of this matter.

Yours sincerely

MICHAEL DE'ATH
Director-General

Position Description

Deputy Director-General
Office of Industrial Relations

Type of Vacancy:	Fixed term contract of employment under the *Public Service Act 2008*	**Location:**	Brisbane
Job Reference:	*QLD/406880/22*	**Closing Date:**	Wednesday, 9 March 2022
To apply:	Please submit applications through Smartjobs or follow this link https://www.davidsonwp.com/job-details/deputy-director-general-office-of-industrial-relations-in-ceo-general-management-jobs-34018	**Annual Salary:**	$238,866 - $263,273

Your opportunity

Office of Industrial Relations

The Office of Industrial Relations (OIR) contributes to the government's strategic objectives in the areas of workplace health and safety, electrical safety, workers' compensation, industrial relations and labour hire regulation and seeks to improve performance in these areas through contemporary regulatory and policy frameworks and the provision of evidenced-based services and advice. We also develop, implement and maintain policy and legislation relevant to industrial relations in Queensland including whole of Government responsibility for public sector enterprise bargaining and the regulation of Queensland's labour hire industry.

Together, we strive for the single **vision** of Queensland workers, industry and communities being healthy, safe, fair and productive.

The OIR is committed to:

- Partnering with business and industry to achieve better safety and industrial relations outcomes and increased productivity
- Providing services that are easy to access and responsive to the needs of the community and industry
- Assisting the industry to comply whilst ensuring there are consequences for non-compliance
- Using an evidence-based approach to design interventions and policy responses that meet the Government's priorities
- Empowering our people to create a high-performance culture focused on organisational excellence.

OIR provides its services to metropolitan, rural and remote communities through Queensland through a network of offices established in three regions. The state office is situated in Brisbane.

In addition to the Queensland Government's public service values, as OIR, we also live our values of:
Collaboration I Awareness and Appreciation I Respect I Trust.

More information on OIR's functions, focus and the type of organisation we are, can be found on the website https://www.oir.qld.gov.au/

About the role

The Deputy Director-General (DDG) position requires strong professional leadership and management capabilities. The role requires an ability to lead and manage the Office of Industrial Relations to deliver government priorities along with excellence in client service delivery particularly within a Regulatory environment. The DDG is to provide high level leadership particularly by working collaboratively with internal and external stakeholders.

Reporting and working relationships

The DDG reports directly to the Director-General, Department of Education and leads a small number of direct reports, one in each of the key functional areas. The position provides complex strategic advice to the Director-General and Minister on ways of achieving key business objectives. The role maintains strong and effective relationships and collaborates with senior executives across Education and other Queensland Government departments and agencies, the Minister and the Minister's office.

Principal accountabilities

The position requires strong professional leadership and management capabilities. The role requires an ability to lead and manage senior executives to deliver government priorities along with excellence in client service delivery. The DDG holds the Regulator position under *the Work Health and Safety Act (2011)*, *The Electrical Safety Act (2002)* and *the Workers' Compensation and Rehabilitation Act (2003).* The OIR's legislative responsibility includes sixteen (16) Acts.

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

Financial

The role has the following resource accountabilities:

- Operating Budget - $187.9 million for 2021-2022
- OIR administers $57.7 million in fees
- Workforce – 885 full-time equivalents

Stakeholder and outcome

- Provide high level strategic advice, information and guidance to the Minister and Director-General, executives from other departments and agencies and key industry stakeholders. Advice relates to issues of significance regarding legislative, policy and service delivery obligations and performance of the Office of Industrial Relations to support quality and informed decision making at state and national levels, in the area of workplace health and safety, workers' compensation and industrial relations
- Represent the Minister, Government, and Director-General, as appropriate at the state and national levels
- Actively participate as a Member of Safe Work Australia
- Develop networks at state and national levels and liaise and negotiate extensively with interests including other Queensland departments/agencies, the Commonwealth, other States and Territories, business and worker representatives in relation to regulatory strategies, compliance, initiatives and reforms
- Promote a positive public image for OIR ensuring that effective linkages are established and fostered with other agencies, jurisdictions, client groups and other key stakeholders
- Support the Government's ongoing commitment to improvement of the public sector, including services that are responsive to the needs of the diverse communities of Queensland.

Internal business

- Provide leadership in the establishment of organisational objectives, policies and initiatives, and set appropriate performance standards, benchmarks and targets for direct reports to ensure effective leadership and people management
- Provide effective leadership to ensure the performance of statutory functions in accordance with public sector standards within a robust governance framework
- Lead and direct the implementation of major projects or reforms to the structure, function and operation of programs and services
- Promote an accountable, fair and safe working environment through the implementation of management practices, including work health and safety, equal employment opportunity, diversity, anti-discrimination and performance management
- Participate as a member of Executive Management Board and work with the Director-General in formulating strategic policy and overall direction to deliver on Government and departmental strategic priorities.

Learning and growth

- Provide inspirational leadership and direction to drive optimal performance across all business areas
- Drive a values driven culture achieving a workplace of choice encouraging continuous learning and development
- Create a supportive work environment where people are treated with respect and recognised and rewarded for their achievements and performance

The Deputy Director-General has specific legislative, policy and line responsibilities for public sector industrial relations, industrial relations policy and regulation, electrical safety (workplaces and homes), work health and safety and workers' compensation scheme regulation. The Deputy Director-General, as a member of the Department of Education's Executive Management Board, also has joint responsibility for the overall management and provision of strong and effective leadership in the department.

Person requirements

- The position 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 with outstanding leadership ability.
- 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 implementation, service delivery, and client service. 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 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 and aligns to the Leadership Competencies for Queensland

Performance through accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Performance through vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Performance through results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.

- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Additional information

- Appointment to this position is subject to entering a written contract of employment under the *Public Service Act 2008*.
- The successful appointee will be required to give a statement of their pecuniary and non-pecuniary interests within one (1) month of taking up the appointment.
- The successful applicant will be required to travel interstate and overseas as necessary.
- To be eligible for this position, applicants must not be an undisclosed bankrupt, nor have ever been found guilty of official misconduct under the *Crime and Misconduct Act 2001*.
- As part of the selection process applicants will be expected to undertake skills assessments activities including on-line psychometric testing.
- An attractive remuneration package will be negotiated with the successful applicant. The **Total Remuneration Value** listed against the position includes:
  - Executive Vehicle Allowance (EVA)
  - employer superannuation contributions
  - 17.5% annual leave loading.
- In addition to salary and optional benefits the appointee will be entitled to Queensland Public Service leave entitlements including four (4) weeks annual leave, cumulative sick leave and long service leave.
- Upon appointment, the appointee may also be eligible to receive removal allowances and rental assistance.
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful appointee has been engaged as a lobbyist, a statement of their employment is required.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism and embrace diversity and a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- Additional information is available online at: www.smartjobs.qld.gov.au

Equal employment opportunity and reasonable adjustment

The Office of Industrial Relations is committed to:

- ensuring everyone's human rights are respected, protected and promoted.
- removing all forms of harassment and discrimination from our workplaces and supporting our employees who experience domestic and family violence.
- 'Reasonable adjustment' within the workplace. 'Reasonable adjustment' means that the employer should, where it is necessary and reasonable to do so, make modifications and adjustments to the workplace to meet the individual needs of people with special requirements.

We are an equal employment opportunity employer and value a diverse workforce. People of all ages, abilities, gender and ethnicity are encouraged to apply for positions.