

**Role type**

Fixed term, full-time with possible extension

**Salary**

\$115,758 - \$123,611 p.a.

**Location**

Government House, Paddington
Queensland

**Contact**

Rebecca Hutchings
Principal HR Advisor
Telephone: 0415 581 156

**Job ad reference**

QLD/617195/25

**Closing date**

Wednesday, 12 February 2025

Working relationships

Reports to: Manager Program and Protocol

Direct reports: Nil

Team size: 9 plus Honorary Aides-de-Camp, Government House Guides and Casual Speech Writers

About us

As an independent entity, the Office of the Governor provides best practice, quality advice and support to the role of the Governor and provides efficient and effective stewardship of the Government House Estate.

Our team

The Communications and Engagement team leads the development of the strategic framework for the Governor's program and its implementation, planning and executing events, and enabling high-quality communications and engagement with the community and other stakeholders.

Our values

At the Office of the Governor, we value:

Flexibility – we strive for continuous improvement, innovation, learn from experience and are agile and resilient.

Leadership – we will assume responsibility and foster participation.

Teamwork – we achieve more and produce better results when we work as a team.

Integrity – we value honesty, authenticity, diligence and discretion in all our activities.

Respect – we value diversity and what it can contribute.

Communication – we communicate effectively and share knowledge to promote harmony and trust.

Aide to the Governor (AO6)

The Aide attends the Governor and Governor's spouse at official engagements providing the Vice-Regal couple with immediate administrative and personal support. The Aide develops and implements the individual elements of the Vice-Regal Program, providing suitably detailed event briefs that are communicated across the organisation and to all relevant stakeholders. The Aide serves as the principle contact for all official guests visiting Government House and supports the Governor to fulfil their constitutional, ceremonial and community responsibilities.

Key accountabilities

Administrative and personal support:

Attend the Governor and Governor's spouse at allocated official engagements. Ensure that the Vice-Regal couple are prepared and appropriately accommodated during engagements.

Event management:

Ensure the seamless planning, coordination, and execution of allocated events, ceremonies, and engagements involving the Governor and Governor's spouse.

Provide advice and support to organisations in facilitating protocol and etiquette within the Vice-Regal Program.

Undertake research and prepare event briefs, reports, guest lists and accompanying documentation to support the implementation of the Vice-Regal Program, ensuring accuracy and attention to detail.

Coordinate the function-specific briefing of Honorary Aides-de-Camp supporting events.

Contribute to Office of the Governor's commitment to continuous improvement by capturing, relaying and recording post-event insights.

Travel management:

Prepare and manage the delivery of detailed itineraries for both regional and international travel.

Prepare and reconcile travel budgets that capture the costs of transportation, accommodation, food and beverage and allowances.

Stakeholder engagement:

Maintain strong, professional relationships with the offices of dignitaries, government officials, patronage organisations and community leaders.

Foster positive and productive engagements with a diverse range of stakeholders including the public.

Liaise with staff across the Office to support the Governor, Governor's spouse and daily Program.

Communication and liaison:

Greet official guests and visitors to Government House and facilitate presentations/introductions of dignitaries and other noted attendees to the Governor and Governor's spouse as required.

Serve as the principle contact at events, facilitating effective communication between the Governor, Governor's spouse, Office staff and external stakeholders.

Reporting and records management:

Support the Manager Program and Protocol with Program reporting and record keeping requirements.

Confidentiality and discretion:

Handle sensitive information with the utmost discretion, ensuring that the integrity of the Office of the Governor is safeguarded.



Role requirements

What we are looking for

Demonstrated ability to work both independently and as an effective member in a broader team environment to meet tight deadlines and manage workflows and competing priorities.

Demonstrated ability to cultivate productive working relationships through nurturing the Office of the Governor's core values and principles; and highly developed stakeholder engagement and consultation skills, including the ability to establish networks and liaise with a range of stakeholders to deliver successful outcomes.

Demonstrated adaptability by being flexible and responsive to new or changing situations, responding calmly including the capacity to exercise initiative and sound judgement in making decisions and as necessary clearly communicating to relevant stakeholders.

Highly developed verbal and written communication capabilities with confident public speaking skills.

Demonstrated ability to research, analyse and develop accurate and reliable communication outputs to a high standard, responding to the needs of the target audience and timeframes.

Demonstrated knowledge or the ability to rapidly acquire knowledge of protocol procedures relevant to the role and official functions of the Office of the Governor.

Excellent, well-groomed professional presentation and appearance.

Competent in the use of Microsoft Office products. Experience with customer relationship management (CRM) and document and records management (TRIM) applications is highly desirable.

Qualifications Technical/educational

Relevant degree in an event, business management or related discipline with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training in a similar position in either the public or private sector.

Other

The nature of this role may require work to be performed outside standard business hours, as the Office operates 24 hours a day, 7 days a week. The ability to travel extensively and to work non-standard hours within a 7-day roster is mandatory.

Behavioural competencies required

The Office is committed to leadership at all levels. The position is required to display the following leadership behaviours to a standard expected of a person at this classification level:

Professionalism and discretion: High standard of conduct and presentation, maintaining confidentiality and representing the Governor's office with integrity and respect.

Communication and interpersonal skills: Diplomacy and tact are used to engage with diverse stakeholders, ensuring clear and respectful communication that builds and sustains positive, cooperative relationships.

Adaptability and problem-solving: Flexibility in responding to changing priorities and circumstances and proactively develops solutions to ensure smooth operations, especially in high-pressure situations.

Collaboration and teamwork: Inspire and guide colleagues, fostering a cooperative and supportive work environment to achieve shared objectives and maintain high-performance standards.

Guideline for applicants

How to apply

You can apply for this role by providing a letter of no more than two pages outlining your interest in and capability of performing the role and your resume (three to four pages recommended) via the Smart jobs and careers website at www.smartjobs.qld.gov.au

If you experience any difficulties submitting your application:

- Prior to closing – contact 13 QGOV (13 74 68)
- After closing – contact the person on this role description.

Further information

Further information about the Office of the Governor and the recruitment and selection process can be found in the accompanying Applicant Guide.