

Senior Contract and Partnerships Officer (AO6)

Contracting, Sector Commissioning and Contracting, Sector Services

Department of Housing and Public Works



Role type

Permanent flexible full-time



Job ad reference

QLD/691569/26



Annual salary

\$119,802 to \$127,941 p.a.

(Based on a full-time, annual arrangement which does not include employer superannuation contributions of up to 12.75% and annual leave loading)



Closing date

Thursday, 25 June 2026



Division

Housing and Homelessness Services



Location

Toowoomba



Working relationships

Reports to: Principal Contracts and Partnerships Officer

Direct reports: 0



Contact

Name: Tonia Jackson

Ph: 0439 875 620

What you can expect in this role

Your role within **Housing and Homelessness Services** will support the department to strengthen partnerships across the housing, homelessness and broader service system to resolve complex issues, deliver improved housing and homelessness services and ensure funded providers deliver holistic, place-based and trauma-informed services which represent value for money and meet customer needs. The work you will do helps someone every day, and that means the world to us.

You will work in a small team managing contracts and supporting partnerships across the housing, homelessness services and broader service system to resolve complex issues and deliver improved housing and homelessness services; and ensuring funded providers deliver holistic, place-based and trauma-informed services which represent value for money and meet customer need.

What you will be doing:

- Provide leadership and management in the delivery of high-quality contract management services, including the development of appropriate service responses to customers.
- Lead and manage staff, physical and financial resources, in accordance with the department's service delivery framework.
- Build, maintaining, and supporting collaborative relationships and partnerships with internal and external stakeholders to professionally and proactively manage provider performance and compliance, conduct reviews; and enable the delivery of innovative and effective customer outcomes.
- Provide strategic and operational advice on complex and emerging issues, local needs and opportunities, perceived gaps, and the development of innovative to improve customer outcomes.
- Have well-developed communication skills, including a focus on problem-solving and decision-making.
- Support a positive team culture focusing on collaboration, communication and cultural capability, including for Aboriginal and Torres Strait Islander peoples; working flexibly in a fast-paced and diverse team environment; embracing agile methodology and using a build, measure, learn approach.

- Lead and ensure you establish and maintain a workplace safety culture by ensuring that all policies and practices concerning Workplace Health and Safety are applied and a part of day-to-day operations.

What we are looking for

We are looking to find the person best suited for the role and will be considering your knowledge, skills, experience, potential for development and future contribution to the department as well as your personal qualities and how they contribute to our department's equity and diversity objectives which aim to build a workforce that reflects the Queensland community.

It is recognised that everyone is a leader regardless of classification level. Refer to the [Team Leader stream of the Leadership competencies for Queensland](#) framework to understand the expectations for this role

The skills you will need include being able to:

- Drive new thinking by encouraging others to share and debate ideas and data-driven, creative solutions.
- Support others to understand their strengths, potential bias and missing considerations in their decision-making processes.
- Generate active engagement in initiatives through clear, enthusiastic and compelling communication.
- Analyse data and trends to identify risks to project activities and empower others to incorporate risk management into planning.

How to apply

Find out more about what we offer our employees and the recruitment and selection process, including pre-employment checks, in the Applicant Guide.

You can apply for this role by providing your resume and a two page cover letter reflecting on how your skills and experience relates to the '*What you will be doing*' section of the role profile, via the Smart jobs and careers website www.smartjobs.qld.gov.au.

About us

As a valued employee in the Department of Housing and Public Works, you will play a vital role in delivering a range of services that make a real difference to the lives of Queenslanders. This includes supporting the Queensland Government's vision for a fair and sustainable housing system and supporting Queensland's construction sector in building government infrastructure projects in the lead-up to Brisbane 2032, and empowering young Queenslanders for a bright future.

Your role will support the department's work providing housing assistance, homelessness support services, elevating youth perspectives, boosting the night economy, managing critical procurement and supply arrangements, public works building and design, and industry regulatory reform.

You will join an organisation that is focused on reframing the department's relationship with Aboriginal and Torres Strait Islander peoples, communities, and organisations through delivering real change and real outcomes through a genuine partnership approach, Closing the Gap and building our cultural capability.

We are committed to an organisational culture that promotes human rights where people feel safe, respected, valued and engaged. We encourage applicants from all gender identities, ethnicities, ages, languages, sexual orientations and people with disability to progress our diversity commitments that aim to ensure our workforce reflects the views, experiences and backgrounds of the people of Queensland.

Learn more about who we are, what we do and the opportunities we offer by visiting our website www.housing.qld.gov.au.



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Further information

- Applications will remain current for a period of up to 12 months after the closing date of the vacancy and may be considered for other identical or similar vacancies which may be available.
- We strongly encourage applicants from all life experiences and backgrounds to apply. Please let the contact person know of any adjustments that will support you during the recruitment process, such as interpreting services, physical requirements, and/or assistive technologies.

