

## Role Description

<b>Role title:</b>	Graduate Analyst	<b>Contact Officer:</b>	Maire Ingram
<b>Status:</b>	Ongoing	<b>Contact Details:</b>	(07) 3015 5119
<b>Work unit:</b>	Queensland Productivity Commission	<b>Total remuneration*</b>	\$71,231
<b>Location:</b>	Brisbane		

*\*Total remuneration includes salary and employer superannuation*

The Queensland Productivity Commission (QPC) provides independent policy advice to the Queensland Government on complex economic and regulatory issues to increase productivity, drive economic growth and improve living standards in Queensland.

### Your key responsibilities

The role of Graduate Analyst covers a range of responsibilities across public inquiries, regulatory assessment and competitive neutrality reviews, including:

- under broad direction, undertaking research and analysis into issues raised in the Commission's work
- assisting in the preparation of related documents and public reports, including preparing data sets and written information, and applying analytical methods to establish valid arguments and advice
- engaging and building relationships with community, government and industry stakeholders, and supporting Commissioners to conduct meetings, industry visits and public hearings as required
- working effectively as a team member, with a willingness to learn and share knowledge, and to support and contribute to the work of others.

The QPC fosters a collaborative work environment to develop sound policy recommendations—a willingness to engage in robust discussions and explore diverse views within a supportive team setting is essential.

A creative approach with a readiness to work across diverse projects is required. Our work covers all areas of policy and could include subjects such as competition policy and regulation, environment and natural resource matters, Indigenous programs or industry and public sector productivity.

You will be required to provide accurate and concise verbal and written advice to a range of stakeholders, often within tight time frames. This could range from preparing inquiry reports to reviewing regulatory impact statements.

The QPC has a high public profile. You will need to communicate and liaise effectively with members of the public and stakeholder groups.

## Your core capabilities

We are seeking people with a background in economics, especially microeconomics, who are interested in policy analysis and review. Skills in quantitative and qualitative research, regulatory impact analysis, econometrics, law and other social sciences are also highly valued by the QPC.

Appointments to the QPC are based on merit. We will assess your merit for this role by looking at what you've done previously — your knowledge, skills and experience and your potential for development. We will consider the following capabilities, which are the most critical for success in this role.

**Analysis and Use of Evidence** — You use sound reasoning and judgment to objectively undertake systematic analysis and draw accurate conclusions based on that evidence.

**Influential Communication** — You have effective communication skills, including the ability to prepare high quality, structured and sequenced documents that are concise, simple and fit-for-purpose. You listen, interpret and convey information in the best way, selecting the most appropriate and influential method of communication.

**Team Work** — You collaborate and cultivate productive relationships to deliver outcomes and build confidence and trust with both internal and external parties.

**Professional Excellence** — You achieve excellent results because you are outcomes focused and methodical, plan effectively, manage risks and issues and drive intended results.

You conduct yourself in a professional manner, demonstrate leadership, show willingness to adapt in a changing environment, and take ongoing action to improve your knowledge, skills and effectiveness in the role.

**Qualifications** — Possession of tertiary level qualifications in economics or a related discipline.

## Additional information

- Referee checking and other pre-employment checks may occur prior to any offer of employment.
- Criminal history checks will be undertaken on the preferred applicant(s). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment with the QPC. If information is received that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.
- The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment and will be required to declare their pecuniary and non-pecuniary interests within one (1) month of commencing duty.
- All newly-appointed QPC employees are obliged to disclose employment as a lobbyist in the previous two years.
- A six month probation period may apply.
- To be appointed permanently, you must also be an Australian or New Zealand citizen, or an Australian permanent resident.
- The QPC is committed to workforce diversity and encourages applications from Indigenous Australian peoples, people from culturally and linguistically diverse backgrounds and people with disabilities.