



Advertisement

Capital Program Advisor (Part-Time)

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Your Opportunity

The Queensland Catholic Education Commission (QCEC) is seeking an experienced **Capital Program Advisor (Part-Time)** for a key role contributing to QCEC's Capital Programs Team.

The successful applicant will be responsible for:

- Assist with the administration of the various government assistance programs for capital works in accordance with the governing legislation
- Assist with the grant assessment process ensuring it is carried out in an efficient, fair and equitable way
- Document Management in accordance with QCEC requirements and government legislation

This 5-year part-time contract position offers an attractive salary package on a pro-rata basis of between \$110,770 and \$122,469 plus superannuation and annual leave loading.

For this role, we are open to discussing the possibility of reduced hours, remote working, flexible start and finish times, or compressed hours. Please wait until the job interview stage before asking us about flexibility, and we will explore what's possible for the role.

This position requires:

- A tertiary qualification in a property-related field such as Architecture, Construction/Contract Management or Quantity Surveying.
- Knowledge and experience in contractual administration in complex capital asset environments
- Past and proven experience working on commercial projects
- A commitment to the ethos and work of Catholic education in Queensland

QCEC is the Block Grant Authority and the Capital Assistance Authority that receives and distributes capital funds to Catholic schools on behalf of the Australian and Queensland Governments.

QCEC's role is to receive and assess applications for capital assistance from affiliated schools and make recommendations to the Minister for Education (Australian and Queensland), make payments to schools, monitor the progress of projects and implement the Australian and State Government Guidelines as well as implement QCEC's own Capital Guidelines and Conditions of Compliance. In 2022 QCEC distributed over \$85M in capital funds on behalf of the government.

Our Organisation

The role of QCEC is essentially strategic, and it has as its principal goal of co-ordination and advancement of Catholic education in Queensland as a whole, while supporting the autonomy of the 22 Catholic School Authorities who operate the 313 Catholic schools in Queensland. The operational dimension of the Commission is carried out by a small (40 person) Secretariat based at Penola Place, 143 Edward Street, Brisbane, which implements the Commission's decisions and

administers its various initiatives by collaborating with the Catholic School Authorities. This position reports to the Manager Capital Programs and works closely with the Chief Financial Officer and 22 Catholic School Authorities who own and operate Queensland Catholic schools.

Key Qualifications, Experience, Skills, Attributes and Requirements

- Support for the vision, mission and values of QCEC
- A tertiary qualification in a property-related field such as Architecture, Construction/Contract Management or Quantity Surveying
- Knowledge and experience in contractual administration in complex capital asset environments
- Past and proven experience working on commercial projects
- Demonstrated skills in analysing costings, pricing and financial scenarios
- Demonstrated ability to liaise professionally at all times
- Strong computer literacy, including proficiency in Microsoft Office suite and software programs such as AutoCAD, Revit, etc.
- Strong analytical and detail-oriented skills
- The ability to write a detailed scope of works
- Intuitive ability to be able to identify and manage variations with good client relations
- Intimate knowledge of contractual obligations
- Solid financial analysis and dispute resolution skills
- Strong and positive team player mentality
- Commitment to participate in and contribute to building a positive and collaborative staff culture.
- Commitment to travel outside the South East Queensland region (including in-state and out-of-state) as required.

Working at QCEC

QCEC is a team of professionals working in strategic areas of policy and implementation for high quality education in the Catholic Education sector.

QCEC is committed to achieving a diverse workforce and encourage applications from Aboriginal and Torres Strait Islander people.

Further information about QCEC and access to a range of corporate publications including the strategic plan can be found [here](#).

Are You the Right Person for the Job?

You will be assessed on your capability and capacity for the following in the context of the Key Skills and Experience outlined above.

- **Supports strategic direction** – Supports shared purpose and direction. Understands and supports the organisation's vision, mission and business objectives. Identifies the relationship between organisational goals and operational tasks.
- **Achieves results** – Takes responsibility for managing work projects to achieve results. Contributes own policy analysis expertise to achieve outcomes for the organisation.
- **Supports productive working relationships** – Nurtures internal and external relationships. Builds and sustains positive relationships with team members, stakeholders and clients. Is responsive to changes in client and stakeholder needs and expectations.

- **Displays personal drive and integrity** – Persists with and focuses on achieving objectives even in difficult circumstances. Remains positive and responds to pressure calmly.
- **Communicates with influence** – Communicates clearly. Confidently presents messages in a clear and concise and articulate manner. Structures written and oral communication to ensure clarity

Interested in Applying?

Please provide the following information to enable assessment of your suitability:

- No more than a two-page covering letter responding to the points listed above in the 'Are you the right person for the job?' section having regard to the requirements of the role as described in this advertisement and the Position Description.
- A current résumé of no more than three pages
- You will be requested to provide the contact details of at least two recent referees, with a thorough knowledge of your work performance and conduct. One of the referees should be your current or immediate past supervisor.

Those interested in applying for the position **should submit an application by visiting www.qcec.catholic.edu.au** and following the Positions Vacant link. Completed applications should be emailed to hr-finance@qcec.catholic.edu.au.

For additional information about the position please contact Meg Macaulay on 0432 536 709 or email hr-finance@qcec.catholic.edu.au.

Applications close at **3.00pm on Friday 27 January 2023**.