

POSITION TITLE	Communities Officer
DEPARTMENT	Corporate & Community Services
GROUP	Customer & Community Services
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 4
REPORTS TO	Manager Customer & Community Services

Department Summary

The Corporate & Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Customer & Community Services
- Human Resources
- Information Systems & Governance
- Planning & Building Services

Position Summary

The Communities Officer delivers and coordinates programs, services and activities to support sustainable community groups that meet the most important community needs. The position conducts best practice community engagement and facilitates innovative community partnerships to address community issues.

Key Responsibilities

- Develop and implement community engagement plans for Council projects, programs and services
- Respond to complex issues and requests for assistance by community groups
- Negotiate complex issues and communicate and engage effectively with community groups to achieve planned outcomes
- Coordinate the provision of Council assistance to support the sustainability of community groups and sporting clubs, including the delivery of the Community Partnerships Program and coordination of assessments for rate rebates and remissions for community groups
- Support the Community Support Sub-Group of the Local Disaster Management Group and other special committees as required
- Support disaster response and recovery activities, as required
- Provide grants assistance to community groups including community grants alerts, letters of support and information
- Develop and maintain effective stakeholder relationships across Council departments and with other government agencies and community service organisations and groups
- Other reasonable duties as directed from time to time

Skills and Knowledge

- High-level community engagement skills, including planning, presentation and facilitation skills
- High-level written and verbal communication skills, including negotiation, liaison and conflict resolution skills
- Interpersonal and collaboration skills to build beneficial relationships
- Financial management skills including budget preparation and monitoring
- Project management skills, including project development, implementation and evaluation
- High-level time management, planning and organisational skills
- Computer literacy and administrative skills, including Microsoft Office

Qualifications and Experience

Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Experience in undertaking community consultation and engagement
- Demonstrated ability to write reports and make recommendations
- Qualifications in a relevant discipline such as communications, engagement, community development, or equivalent experience

Desirable

- An understanding of the International Association for Public Participation (IAP2) principles

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

Employees may be required at Councils discretion to undertake First Aid Officer, Fire Warden and other Work Health and Safety related functions and roles in accordance with their WHS Responsibilities as outlined in the Statement attached in Schedule S3. When required to perform these functions and roles Council will provide relevant training.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council's WH&S Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner.
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested.
8. Attending relevant toolbox, team talks or specific training organised by Council.
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area.
10. Support safety in the workplace by undertaking first aid officer, fire warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public.
12. Cooperate with any reasonable instruction given by Council officer.
13. Report any safety concerns to your supervisor.
14. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (Schedule S3)					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 18 August 2025