Mareeba SHIRE COUNCIL

POSITION DESCRIPTION

POSITION TITLE	**Community Recovery & Resilience Officer**
DEPARTMENT	**Corporate & Community Services**
GROUP	**Customer & Community Services**
LOCATION	**Mareeba**
CLASSIFICATION / LEVEL	**LGOA Level 5**
REPORTS TO	**Manager Customer & Community Services**

Department Summary

The Corporate and 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 role of the Community Recovery & Resilience Officer is to enhance resilience in the community by developing and implementing community development initiatives and programs. Specifically, the planning and implementation of a Community Resilience Network (CRN) and undertaking broad community education and awareness raising to increase levels of disaster prevention and preparedness in the community.

The role is funded under the Queensland and Australian Government's Disaster Recovery Funding Arrangements.

Key Responsibilities

- Conduct community development, undertake engagement activities and enhance capacity and skills development linked to human social recovery
- Develop a Mareeba Shire Community Resilience Network (CRN) to support local disaster operations and recovery within the community
- Promote community resilience in a disaster management context, identify community needs and priority activities that are linked to human and social recovery and deliver community benefit
- Assist communities to develop protocols and activities aimed at rebuilding, recovering and preparing for the future that can be included in local community recovery plans
- Work collaboratively with other key workers involved in community recovery at a local level to support effective recovery and capacity building
- Develop a project plan to manage allocated funds, establish timeframes and performance indicators
- Undertake financial and qualitative reporting as required under the funding agreement, and other reporting as required by Council's Executive Management Team
- Perform any other duties that are reasonably within the competency, skills and training of the incumbent as may be directed from time to time by the position's supervisor
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Demonstrated knowledge of (transformational) community development and capacity building frameworks
- Demonstrated ability to research, prepare and develop strategic community development strategies and plans
- Demonstrated experience in project/program management-planning, implementation and evaluation, especially in the community resilience and/or disaster preparedness context
- Demonstrated ability in the development and implementation of community education-based initiatives
- Demonstrated experience in the preparation of briefing notes, reports and project documentation
- Demonstrated sound information management, administrative and financial experience
- High-level computer literacy skills, including the Microsoft Office Suite (Word, Excel, PowerPoint etc)
- Ability to perform with limited supervision
- Demonstrated high-level communication and administration skills, and the ability to maintain working relationships with staff and a range of external agencies
- Experience in public speaking or providing information to public groups
- Availability and willingness to work in the Local Disaster Coordination Centre before, during and after disaster events

Qualifications and Experience
Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Tertiary level qualifications in social sciences, community development or disaster management, and equivalent skills and experience applicable to the role

Desirable

- Understanding and knowledge of Disaster Management principles and experience in Disaster Management operations

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.

Work Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with Council's 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 Council's 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 3. When employees are required to perform these functions and roles, Council will provide relevant training.

Mareeba SHIRE COUNCIL

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, the Council 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 you keep up to date and comply with WHS legislation and 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 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 talks, team discussions 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 officers
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 (S3)					
INCUMBENT NAME		**SIGNATURE**		**DATE**	
SUPERVISOR NAME		**SIGNATURE**		**DATE**	

Last reviewed on: 1 July 2025