

POSITION TITLE	Coordinator Disaster Recovery
DEPARTMENT	Infrastructure Services
GROUP	Works
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 7
REPORTS TO	Manager Works

Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council capital works and major operational works programs.

Department business units include:

- Works
- Technical Services
- Water & Waste
- Assets & Projects

Position Summary

This Coordinator Disaster Recovery is responsible for the overall coordination of Mareeba Shire Council's Disaster Recovery activities within Council's Works group. Primary responsibilities include the coordinating of consultants, inspections, emergency works, REPA delivery, betterment and funding applications. The position reports to the Manager Works on any issues relating to areas of responsibility.

Key Responsibilities

- Oversee the planning, coordination and reporting of DRFA projects to ensure compliance with federal and state guidelines and value for money for all levels of government
- Deliver a mix of traditional and innovative projects, including infrastructure betterment, water and wastewater recovery and unsealed road reconstruction
- Navigate tight deadlines imposed by wet seasons and cyclone impacts to achieve project completion within the same calendar year whenever possible
- Manage external consultants and contractors to ensure effective and efficient delivery of all projects
- Strengthen Council's partnership with the Queensland Reconstruction Authority (QRA) and other agencies to secure approvals, funding and technical support
- Provide accurate and timely reporting to maintain transparency and compliance
- Introduce improved systems for DRFA internal reporting and program management
- Ensure that disaster funding claims are complete and accurate to recover the full cost of Council's efforts
- Work closely with the Manager Works, Coordinator Transport Infrastructure and managers across Council teams to ensure alignment on project priorities and goals
- Address challenges in communication and coordination, ensuring that recovery efforts are well-integrated into daily operations
- Oversee DRFA administrative support staff for assistance in delivering the DRFA program

- Review and manage the coordination of correspondence and complaints within the Disaster Recovery section in a prompt and timely manner
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Highly developed verbal communication skills with demonstrated achievement in effectively liaising and negotiating with clients, regulatory authorities, consultation groups and other staff
- Highly developed written communication skills, with demonstrated achievement in compiling effective reports and correspondence
- Highly developed computer literacy skills, specifically in accessing information management systems, using project control, design programs and scheduling software
- Ability to interpret and analyse financial information and a developed understanding of budget processes
- Ability to time manage multiple projects for delivery to Civil Works or external clients
- Demonstrated high level of knowledge and practical application of relevant standards, technical guidelines and regulations

Qualifications and Experience

Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Demonstrated experience in coordinating works carried out under Disaster Recovery Funding Arrangements (DRFA)
- Queensland Construction White Card, or National equivalent
- Diploma level qualifications in Project Management or equivalent experience in road construction and maintenance projects
- Minimum 5 years in the Civil Engineering field and management experience in a medium to large multi-disciplined organisation
- Contract administration and procurement experience
- Strong knowledge of relevant computer programs including Microsoft-based software packages, databases (eg. MARS)

Desirable

- Tertiary qualifications in Civil/Structural Engineering/Surveying (Associate Degree minimum)
- GIS/Mapping experience

Leadership Competencies

People in supervisory roles play a vital role in the successful operation of Council functions and the engagement and productivity of employees. This position is required to demonstrate the behaviours and competencies outlined in the attached Schedule L1 - Leadership Competencies.

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 the Council Safety Management System – SAFE PLAN - and comply with the WHS Responsibility Statement relevant to their position - see Schedule S2 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 2. When employees are required to perform these functions and roles, Council will provide the relevant training.

SCHEDULE L1 LEADERSHIP COMPETENCIES

Leadership is a vital element of every supervisory position, whether it is at foreperson, supervisor, coordinator or manager level. Following are examples of the behaviours and competencies supervisors at all levels are expected to demonstrate in their work each day. This is not intended to be an exhaustive list.

Act as a role model on behalf of Council

- Model the values and principles outlined in the Employee Code of Conduct. Lead by example, follow policies and procedures and do not walk or drive past a non-compliance without addressing the issue.
- Act professionally as a representative and leader of Council - within and outside of working hours.
- Treat others with respect, dignity, honesty and sensitivity. Do not participate in overbearing or intimidating behaviour, belittle others or behave in a manner which may make others feel humiliated or degraded.

Lead teams effectively

- Share information with team members that is vital for their effective work performance and which gives them context to decisions made by their supervisors or managers.
- Ensure workloads are distributed fairly and equally amongst team members and that nobody feels left out or treated differently to the rest of the team.
- Drive continuous improvement and embrace and adapt to change. Encourage employees to raise suggestions for improvements and initiatives, consider them and provide feedback on the outcome.
- Identify problems and formulate solutions, seek the team's input when appropriate. Mentor others to find their own solutions rather than always giving them the answers.
- Be decisive, make decisions equally and fairly for everyone and follow Council guidelines, policies and procedures.

Foster excellent performance and address performance issues

- Develop team objectives in line with Council goals and core values. Set clear expectations for team members and provide regular constructive feedback.
- Empower team members to perform in their roles within their capabilities and level of responsibility while providing them with guidance and direction when needed.
- Manage performance in a timely manner - give praise where praise is due and address problems when required, in a constructive manner. Hold team members accountable.
- Support team members to improve their skills, become more experienced and to be successful in their roles. Encourage professional development.

Work as a united team

- Implement decisions made by management and provide team members with as much context as possible.
- Work effectively and cooperatively with other departments so as to achieve overall positive results.

SCHEDULE S2
WHS RESPONSIBILITY STATEMENT

Managers, Coordinators & Supervisors

Managers, Coordinators and Supervisors are responsible and accountable to their department Director for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control. Responsibilities include:

1. Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers
2. Implementing, maintaining and monitoring the WHS Management System – SAFE PLAN (WHS Plan) and Monthly Action Plans (MAPs) within their area of responsibility
3. Being aware of WHS key performance indicators (KPIs) that have been set by management for their area of responsibility
4. Assisting with the development and implementation of departmental WHS policies, procedures and work instructions
5. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WHS
6. Ensuring hazard inspections are conducted at all relevant workplaces in accordance with the 'Hazard Inspection Matrix' and hazard Checklist
7. Ensuring risk assessments are conducted and recorded for all identified hazards including hazardous substances, operation of plant and prior to the implementation of new work practices
8. Acquiring and maintaining a sound knowledge of the safety risk profile of the department and developing meaningful risk controls for the relevant area of responsibility
9. Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences are reported to the WHSA within the required timeframes
10. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work or adequate safety instructions
12. Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions
13. Enforcing the wearing of all required personal protective equipment (PPE), provide training in the use of PPE and ensuring that the equipment is worn correctly
14. Ensuring a high standard of housekeeping is maintained within their area of control
15. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the relevant person
16. Ensuring all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures
17. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
18. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees including the identification of positions that are suitable for rehabilitation placements
19. Attend WHS Committee meetings if and when required
20. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position

I have read and understand the above Position Description, Leadership Competencies (L1) and WHS Responsibility Statement (Schedule S2).					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 17 September 2025