

POSITION TITLE	Recovery & Resilience Administration Officer
DEPARTMENT	Office of the CEO
GROUP	Local Disaster Management
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 3
REPORTS TO	Senior Executive Support Officer

Department Summary

The Office of the CEO is responsible for providing the strategic leadership of Council by working with the Mayor, elected Councillors and the Executive Management Team (EMT) to establish, implement and oversee the long-term goals, strategies, plans and policies of Council.

Group functions include:

- Executive & Councillor Support
- Media & Events
- Tourism & Economic Development
- Local Disaster Management

Position Summary

The Recovery & Resilience Administration Officer provides administrative and engagement support to deliver programs, services and activities that enhance the community's disaster response and resilience capabilities. The position works with the Disaster Management Officer to build a Community Resilience Network (CRN) and implement a Mareeba Shire Know Your Risk initiative. The aim of these projects is to build long-term community preparedness, response and recovery through education and engagement.

This is a temporary, full-time position to 31 March 2027 and is funded under the Queensland and Australian Government's Disaster Recovery Funding Arrangements.

Key Responsibilities

- Support the consultation, facilitation and delivery of community-led recovery and resilience activities and programs
- Provide accurate recovery and resilience resources to the community and connect people with relevant disaster support
- Prepare information requirements for meetings, presentations etc. and follow up inward and outwards requests for information, outstanding reports and correspondence
- Provide administrative assistance through monitoring the customer service requests system and actioning the creation of purchase orders and payment of invoices
- Support financial and qualitative reporting as required under the funding agreement
- Work in the Local Disaster Coordination Centre before, during and after a disaster event
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Highly developed administration skills including high-level computer skills and application of the Microsoft Office suite
- Well-developed organisational skills with the ability to self-manage priorities, meet deadlines and work unsupervised
- Well-developed written communication skills
- Excellent verbal communication and interpersonal skills to engage effectively with the community and build positive relationships with stakeholders
- Demonstrated ability to work in and contribute to a supportive teamwork culture that will achieve set objectives and targets
- Proficient in the use of records management systems and customer request systems with sound financial skills

Qualifications and Experience

Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Significant experience working in an administration position in a large organisation

Desirable

- Relevant training and practical experience in disaster response
- Experience in the delivery of community services and programs

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.

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 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 (Schedule S3).					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 17 October 2025