

COMMUNITY & ECONOMIC DEVELOPMENT SUPPORT OFFICER **Temporary Full Time**

Burdekin Shire Council is seeking applications for a Community and Economic Development Support Officer to provide administrative support in the community and economic development sections of Council.

This is a temporary, full-time position for a period of up to six months with the hours of work totalling 72.5 hours per fortnight.

Reporting directly to the Manager Community Development, the key responsibilities include:

- Support the Manager Community Development to successfully carry out the functions of the Community Development section.
- Support the Economic Development Support Officer to successfully carry out the functions of the Economic Development section.
- Independently manage and implement small-scale projects or components of large-scale projects when required and assist with event management of Council events and provide support for iconic community events.
- Assist the Burdekin Tourism Association and the Visitor Information Centres and carry out administration duties as required, including updating of Council's tourism website.
- Attendance at events/meetings after hours or on weekends.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 3 (\$66,826pa) with commencing salary dependent upon the skills and experience of the successful applicant.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council's website www.burdekin.qld.gov.au.

Applications for **17/08 - Community and Economic Development Support Officer** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found on the last page of the Position Description

Applications are to be submitted online using the [Online Job Application Form](#).

Applications close on Wednesday 22 March 2017 at 5.00pm. Word or PDF format is preferable.

For further information please contact the Economic Development Support Officer – Eliza Lovell on (07) 4783 9800.

POSITION DESCRIPTION

POSITION TITLE:	Community & Economic Development Support Officer – Temporary up to 6 months
POSITION NUMBER:	TBA
AWARD:	Queensland Local Government Officers Award - State
CERTIFIED AGREEMENT:	Burdekin Shire Council Enterprise Bargaining Agreement
AWARD DESCRIPTOR LEVEL:	Level 3
REPORTS TO:	Manager Community Development
PLACE OF EMPLOYMENT:	Based at Burdekin Community Hub, Graham Street, Ayr & Council Chambers Young Street, Ayr

Our Vision

The Burdekin Shire Council is committed to working with the community to create an inclusive, welcoming, and healthy environment that offers a high quality of liveability for residents that is underpinned by a productive and diverse economy.

To achieve our vision, Burdekin Shire Council will implement Council's mission and values.

Our Mission

To create a better and exciting Burdekin through innovative leadership, partnerships and outstanding service.

Our Values

To achieve our mission, Council has adopted the following values:

- Customers First
- Be Courageous
- Empower People
- Unleash Potential
- Ideas Into Action

These values are demonstrated across the extensive range of services and projects undertaken by Burdekin Shire Council including the development and implementation of the Corporate Plan.

POSITION OBJECTIVE

Assist in the provision of support to the Manager Community Development and the Economic Development Support Officer for the community and economic development functions of Council.

KEY RESPONSIBILITIES

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Support the Manager Community Development to successfully carry out the functions of the Community Development section.
- Support the Economic Development Support Officer to successfully carry out the functions of the Economic Development section.
- Independently manage and implement small-scale projects or components of large-scale projects when required and assist with event management of Council events and provide support for iconic community events.
- Assist the Burdekin Tourism Association and the Visitor Information Centres and carry out administration duties as required, including updating of Council's tourism website.

POSITION REQUIREMENTS

Knowledge

- Knowledge of the Burdekin Shire Council's policies and procedures and plans applicable to the Community Development and Economic Development Section.
- Working knowledge of the principles of community development, economic development and local organisations and groups.
- Knowledge of Microsoft Office applications including Excel, Word, PowerPoint, In Design and database applications.
- Working knowledge of Technology One – Finance One system.
- Understanding of Work Health and Safety requirements and responsibilities.

Skills

- Well-developed IT skills including Power Point and website maintenance
- Well-developed written and verbal communication skills
- Project management skills
- Event management skills
- Networking skills
- Computer literacy skills
- Extensive time management skills
- Research skills particularly using the Internet
- Advanced interpersonal skills
- Report writing skills

Abilities

- Ability to plan and organise work schedules to achieve the effective daily operational duties of the position.
- Ability to organise and complete work tasks and projects on time with minimal supervision.
- Ability to gain cooperation and assistance from members of the public and other employees to meet organisational objectives.
- Ability to discuss enquiries and requests in a sensitive and tactful manner.
- Ability to work outside of the normal spread of hours and weekends.

Other Requirements

- Display a high level of professionalism and discretion in dealing with confidential or sensitive information.
- Personal attributes of self-motivation, enthusiasm, personal presentation, adaptability, and ability to interact with other employees and the community.

Experience and Qualifications

- Experience in co-ordinating and managing events.
- Experience in developing marketing and public relations material, including Shire profiles, advertisements, brochures, event flyers, fact sheets and investment kits using Adobe InDesign.
- Experience in independently managing and implementing small scale projects or components of large scale projects.
- C class driver's licence.

AWARD CLASSIFICATION LEVEL THREE CHARACTERISTICS

These classification characteristics are drawn directly from the Queensland Local Government Officers Award and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general supervision
- Supervision of other employees
- Operates as a member of a professional team

Extent of Authority

- May set outcome/objectives for specific projects
- Graduates receive instructions on the broader aspects of the work
- Freedom to act within defined/established practices
- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur

CORE COMPETENCIES – GROUP 2

These competencies relate to positions at Level 2 and 3 of the LGOA and Level 5 and above of the LGEA:

Teamwork

- Participate in team-based activities and suggest improvements to team activities
- Respect, encourage, and support other team members
- Perform successfully in a range of team roles
- Contribute willingly to team activities
- Accept decisions, even those with which you disagree

Customer Service

- Treat both internal and external customers with courtesy and respect
- Work according to agreed customer service standards within your team
- Contribute towards setting customer service standards within your team
- Explore customers' expectations and base the service on this knowledge

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences
- Clearly express opinions, ideas, and information to colleagues
- Actively listen

Quality

- Work according to agreed quality standards within your team
- Contribute towards setting quality standards within your team
- Monitor your work and identify opportunities for improving quality
- Suggest improvements through the customer request system
- Implement strategies for improving quality

Environment

- Work according to agreed environmental standards within your team
- Contribute towards setting environmental standards within your team
- Monitor your work for opportunities to reduce adverse impacts on the environment
- Report incidents and suggest improvements through the customer request system
- Implement strategies for reducing adverse impacts on the environment

Workplace Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures
- Encourage your colleagues to work safely
- Identify hazards and assess risks in the workplace
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures
- Anticipate problems and risks and modify work methods appropriately

Efficiency

- Undertake tasks in an efficient and timely manner
- Suggest improvements through the customer request system

GENERAL

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, ECM DataWorks.
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.

SELECTION CRITERIA

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality, and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Demonstrated event management skills and proven ability and knowledge to undertake council and community events.
2. Demonstrated ability to work independently, to organise, set work priorities, meet deadlines and achieve work outcomes.
3. Ability to effectively communicate, liaise and research issues with community organisations and groups and other stakeholders.
4. Ability to contribute to project teams and work as an active member of a team in planning, implementation and evaluation of projects.
5. High level of computer skills, including Word, Outlook, Excel, PowerPoint, InDesign and the Internet.
6. Current class C drivers licence.