

MANAGER PUBLIC AFFAIRS POSITION DESCRIPTION

Position Title	Manager Public Affairs
Directorate	Office of the CEO
Department	Office of the CEO
Position No.	13,010.00
Classification	Individual Manager Contract
Awards Stream	Individual Manager Contract
Reports To	Chief Executive Officer
Last Review Date	November 2025

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Office of the Mayor and CEO ensures an integrated approach to internal organisational services across the organisation. The Office of the Mayor and CEO is responsible for the effective management of Council and its employee's including operations of Council.

POSITION SUMMARY / DUTIES:

1. Lead high-impact advocacy initiatives for the future of the Isaac Region.
2. Bring intellect and influence to public policy development across a broad spectrum of topics, including resources (and post-mining land use), agriculture, energy, infrastructure and regional community sustainability.
3. Build and foster relationships with government officials, industry and community leaders.
4. Lead the communications function for the Mayor and councillors.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Political savvy – a strong understanding of the political landscape and the ability to navigate complex government processes.
2. Advocacy priorities – the ability to anticipate, design and reach consensus with elected officials on advocacy priorities and then deliver a campaign to achieve the intended outcome.
3. Campaign management – demonstrated success in designing and developing campaigns to achieve advocacy outcomes.
4. Strategic communications – Communication skills of the highest order (and across all platforms) are essential for success in this role. The ability to craft a compelling narrative that resonates with stakeholders will be a daily task.
5. Relationship building – a proven track record in building and maintaining relationships with government officials, industry leaders and community representatives is crucial. Collaborative partnerships are key to delivering success in this role.

Experience

1. Extensive (10+ years) experience in professional communications, advocacy functions or as a political operative

Qualifications

1. Undergraduate qualifications in public relations, communications, political science, business or a related field is preferred but not essential.

Mandatory – this role requires the possession of:

1. C Class Open Australian Drivers Licence.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		