



# ENERGISE YOUR CAREER

BE PART OF OUR WORLD



## POSITION DESCRIPTION

**ISAAC  
REGION**   
HELPING TO ENERGISE THE WORLD



# POSITION DESCRIPTION



POSITION TITLE	Community Development Officer - Moranbah	CLASSIFICATION	Level Four (4) to Five (5)
DIRECTORATE	Planning, Environment and Community Services	AWARD STREAM	Queensland Local Government Industry Award – State 2017 Award Stream A and Isaac Regional Council Certified Agreement
DEPARTMENT	Engaged Communities	REPORTS TO	Coordinator Community Development
POSITION NO.	65,611.00	LAST REVIEW DATE	April 2025

## A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km<sup>2</sup> comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

## B. DIRECTORATE SUMMARY:

The Planning Environment & Community Services (PECS) Directorate is accountable for planning and delivering Council's primary community and customer facing services. It also plans and delivers sustainable futures for Isaac's many communities as well as ensuring safe and liveable communities through its several regulatory functions. It integrates with other Directorates across Council to realise the Isaac Vision through a range of corporate, operational and business plans. In pursuing the Isaac Vision, the PECS Directorate is directed by its Noble Purpose of... Building communities through engagement, trust, innovation and value.

## C. DEPARTMENT & POSITION SUMMARY:

Engaged Communities is one of five (5) departments making up the PECS Directorate and is responsible for leading Council's functions across our primary interfaces with communities, through our network of Community Hubs and our community development and engagement programs. The purpose of Engaged Communities Department is to deliver excellence in how communities relate to, engage and do business

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with Council, through a network of purpose-built and integrated Community Hubs that deliver first-point-of-contact customer services, transactions, cultural and library services, as well as contemporary relationship building and engagement practice, events and community development programs which are highly attuned to the needs and aspirations of Isaac communities. Engaged Communities is a dynamic and versatile department that embraces the core Council values of Community Focus, Teamwork, Caring and Positive Work Ethic. All members of the Engaged Communities work fluidly across the internal streams to create seamless collaborative outputs that prioritise community, customer service and program delivery.

Under guidance from the Coordinator Community Development and working collaboratively with other Community Development Officers and the broader Engaged Communities team, the role is central to the planning, implementation and evaluation of programs, events, projects and activities which align with communities' needs and aspirations and further Council's social sustainability goals. The role also monitors community sentiment and prepares reports and other materials for Council.

## D. DUTIES:

### POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

#### Level Four (4)

1. Participates in the planning, development and implementation and evaluation of Council's regional Civic Events program in accordance with Council's Event Management strategies and frameworks in collaboration with relevant Council Officers and as approved by the Coordinator Community Development.
2. Empowers and assists community organisations and not-for-profit groups to plan, deliver and implement locally significant events.
3. Participates in the planning, development and implementation of Council's community engagement strategies and programs.
4. Identifies local community needs by encouraging community participation in discussions, decision making and other community engagement processes relating to local community issues and concerns in line with Council's Community Engagement Framework, providing feedback to Council.
5. Contributes to the facilitation of positive community outcomes by fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally.
6. Works with community and not for profit organisations to build partnerships and assist their long-term sustainability and financial viability.
7. Provides advice and assistance to community organisations and individuals in accessing services and grants programs offered by Council and external agencies.
8. Assists in the planning and implementation of programs, events, projects and activities which align with communities' needs and aspirations and further Council's social sustainability goals.

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9. Participate, in regional, inter-governmental, cross Council and community planning networks and, where appropriate, maximise the opportunities for cooperation, partnerships and promoting key community development initiatives.
10. Participates in the activation of Council owned social infrastructure and associated tenure arrangements in liaison with relevant Council officers.
11. Assists the Coordinator Community Recovery in community recovery efforts from a disaster event.
12. Researches, identifies and applies for external grant opportunities for Council for improved community outcomes as approved by the Community Development Coordinator.
13. Participates in the planning, implementation and evaluation of empirically supported regional and place-based strategies based on identified priorities and service delivery gaps in line with sound project management and community development principles and techniques.
14. Undertakes any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence, and training.

## Level Five (5)

### In addition to position specific accountabilities for Level Four (4) Officers:

15. Designs, implements and facilitates community engagement processes and events in accordance with International Association of Public Participation (IAP2) guidelines and best practice, tailored to the unique needs of communities.
16. Maps and manages complex stakeholder networks to ensure maximum social value and minimal duplication of effort.
17. Monitors and analyses community sentiment, needs and aspirations identifying correlations between identified actions and changes in sentiment to better inform Council's forward planning for the provision of works services and infrastructure.
18. Applies advanced Community Development techniques and effectively collaborates to implement a range of programs and projects which align with communities' needs and aspirations and deliver positive outcomes for people's material living standards, health, social infrastructure access, community connectedness and participation.
19. Conducts research and needs analysis to identify gaps in service provision aligned with community need and aspirations for their future and provides recommendations to relevant Council Officers.
20. Conducts Social Impact Assessments for planned projects, policies and programs and implements enhancement and mitigation measures for identified impacts.
21. Analyses the sufficiency of Social Impact Assessments received from major project proponents to address localised impacts and contributes to Council's coordinated submissions and responses.

## **E. KEY COMPETENCIES**

### **Knowledge and skills**

#### **Essential**

#### Level Four (4)

1. Excellent interpersonal, communication (both written and verbal) and organisational skills.



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2. Strong face-to-face engagement capacity including developed negotiation and influencing skills.
3. Community Development skills.
4. Self-motivated with the ability to work individually and as an effective team member with a continuous improvement approach.

## Level Five (5), in addition to Level Four (4) requirements:

5. Advanced knowledge of different perspectives and approaches to social planning, community development and social capacity building and underlying methodologies.
6. Knowledge of Social Impact Assessment (SIA) principles and processes.
7. Knowledge of social infrastructure planning principles and needs analysis approaches.
8. Knowledge of major project approvals process for example Environmental Impact Statement (EIS) processes.
9. Knowledge of program evaluation and data analysis techniques.

## **Experience**

### Level Four (4)

1. Experience of community engagement programs with developed understanding of principles and methodologies.
2. Established knowledge and experience of community development principles and methodologies.
3. Experience in developing and implementing community events and capacity building projects.
4. Strong understanding of community structures and systems.
5. Appreciation of the issues facing regional communities.
6. High level experience in Microsoft Office.

### Level Five (5), in addition to Level Four (4) requirements:

7. Demonstrated experience in designing and delivering community engagement processes and events in accordance with IAP2 guidelines and best practice.
8. Demonstrated significant experience in applying community development principles and methodologies to community planning and mentorship.
9. Demonstrated experience in managing complex stakeholder relationships with positive outcomes and using supporting engagement and stakeholder mapping technologies.
10. Demonstrated experience in program and policy evaluation and data analysis.
11. Demonstrated deep understanding of issues facing, and demonstrated effective participation in networks within, the Moranbah community.

## **Qualifications**

### Level Four (4)

1. Demonstrated experience in a relevant community-based role.

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2. Tertiary or vocational qualification in community development, social science or a related discipline highly regarded.
3. IAP2 Certification highly regarded
4. The role requires the possession of a current C Class Open Australian Drivers Licence.
5. Blue Card from the Commission for Children, Young People and Child Guardian or ability obtain prior to commencing employment.

## Level Five (5), in addition to Level Four (4) requirements:

6. Diploma in Community Development or other equivalent or higher social science/community development qualification.
7. IAP2 Certificate.

## F. PHYSICAL DEMAND CATEGORY

- ☐ Sedentary Work
- ☐ Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- ☒ Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- ☐ Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

## Audio-Visual Demands:

- ☒ Depth Perception ☒ Colour Discrimination ☒ Peripheral Vision ☒ Hearing (Avg)

## Specific Actions Required:

This job may include:

- | Standing/Walking                               | Sitting                                       | Driving  |
|--|---|--|
| <input type="checkbox"/> None                  | <input type="checkbox"/> None                 | <input type="checkbox"/> None                  |
| <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional           | <input checked="" type="checkbox"/> Occasional |
| <input type="checkbox"/> 1 - 4 Hrs             | <input type="checkbox"/> 1 - 4 Hrs            | <input type="checkbox"/> 1 - 4 Hrs             |
| <input type="checkbox"/> 4 - 6 Hrs             | <input type="checkbox"/> 4 - 6 Hrs            | <input type="checkbox"/> 4 - 6 Hrs             |
| <input type="checkbox"/> 6 - 8 Hrs             | <input checked="" type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs             |

## Work Environment:

- | Attribute:    | Yes                      | No                                  |
|---------------|--------------------------|-------------------------------------|
| Chemicals     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cold          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dampness      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fumes/Gases   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heat/Humidity | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heights       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Noise         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

## Repetitive Motions:

- ☒ Simple Grasping ☐ Fine Manipulation ☐ Pushing & Pulling ☒ Finger Dexterity ☐ Foot Movement

## This Job Will Require:

- | Manoeuvre | Frequent                 | Occasional                          | None                                |
|-----------|--------------------------|-------------------------------------|-------------------------------------|
| Bending   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Squatting | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Climbing  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Twisting  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Reaching  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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## G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

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/obligation that comes with their powers.

## H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

### Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

### Equipment Operated

1. Computer, motor vehicle.

## I. RESPONSIBILITIES:

### Corporate Responsibilities

#### Code of Conduct

1. Compliance with Council's Code of Conduct, Management Directives and policies and procedures, ensuring that behaviour and conduct;
  - a. is in line with the expectations of Council as specified in the Code of Conduct, and
  - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
  - a. Integrity and Impartiality



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- b. Promoting the Public Good
- c. Commitment to the system of government
- d. Accountability and transparency

## Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

## Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

## J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently 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 direct reports and may involve a representative of Human Resources. You will, therefore, 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 Isaac Regional 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 or significant organisational crisis.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence/certificate.

## K. CERTIFICATION:

1. 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		