

Community Recovery and Resilience Officer

Position Details

Location	Barcaldine District Regional work and travel as required
Status	Full Time or Part Time, Fixed Term (1 Year) Subject to Council's capacity to pay, funding, and employee performance
Industrial Instruments	Queensland Local Government Industry (Stream A) Award – State 2017 Barcaldine Regional Council Certified Agreement 2025
Classification	Minimum Level 6.1
Reports to	Chief Executive Officer
Direct Reports	N/A

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values

 HONESTY WE ALWAYS TELL THE TRUTH	 EMPATHY WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS	 ACCOUNTABILITY WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS	 RESPECT WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY	 TRUST WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES
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Key Responsibilities

General Responsibilities:

- Lead the development of community-led recovery and resilience plans and actions for the region in accordance with relevant state and local government strategies, policies and guiding documents to enhance place-based planning and promote all-hazards disaster preparedness.
- Plan and deliver widespread community engagement activities to discuss the recovery process and to identify the needs and aspirations of diverse groups within the region.
- Lead and manage processes that support and enable capacity and skills development of individuals, groups, businesses and service providers that empower communities to manage their own recovery and reduce reliance on government assistance over time.
- Work across Council to apply resources to ensure our human social, environment, infrastructure and economic programs are targeted so the region remains on track to recover from disaster events.
- Raise awareness of and assist community groups to develop their capacity to submit recovery and/or resilience project proposals under the Flexible Funding Program and other grants that become available.
- Follow reasonable directions to maintain business continuity of critical business activities in the event of an unplanned disruption, including but not limited to a disaster or event.
- Lead, manage and coordinate the development of clear and comprehensive analytical products that articulate complex multi-disciplinary assessments based on evidence and a deep understanding of vulnerabilities within the community, including risks to individuals, groups, businesses and service-providers.
- Promote disaster recovery and resilience information and share ideas/projects from other locations.
- Model positive safety behaviours and lead Workplace Health and Safety compliance of relevant policies, procedures and legislative requirements.
- Deliver an outcomes-focused and value-adding culture where leaders and staff take personal accountability for delivering on Council's Corporate Plan and policies.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be exposed to repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- A tertiary qualification (or equivalent experience) in Disaster Management, Human Services, Community Development or Community Engagement.

Licensing:

- Current Queensland class 'C' Driver Licence.

Experience and Knowledge:

- Experience working in disaster management, recovery and resilience functions, community development or community engagement roles.
- Demonstrated leadership in delivering community-led recovery and resilience projects and resulting action plans that utilise place-based approaches to engage across sectors, business and communities to enhance resilience.
- Significant experience in the application of legislation, policy and strategic documents to enhance Council's recovery and resilience planning using capacity building measures.
- Experience in planning and delivering widespread community engagement activities to discuss the recovery process and to identify the needs and aspirations of diverse groups.
- Well-developed stakeholder management skills.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

