



Position Description

Position Title	Community and Business Support Officer
Department: Reports to: Employment Basis/Vacancy Number: Industrial Award: Certified Agreement: Salary Level:	Community & Environmental Sustainability Director Community and Environmental Sustainability Full-time/No: Queensland Local Government Officers Award, 1998 Balonne Shire Council Certified Agreement (Officers) 2012 Level 5
Position Objective/s	<ul style="list-style-type: none"> The position, located in the Community and Environment Directorate, assists the Director Community and Environment in delivering community and business support services. As with all positions at Balonne Shire Council, the occupant must model and comply with the values and standards as set out in Council's Code of Conduct.
Requirements of the position	<ul style="list-style-type: none"> This position works under limited supervision. Communication, relationship management, and negotiation skills, together with facilitation, research and analysis, report writing and problem solving skills are required. Possession of a current Queensland C class Driver's Licence is required. A tertiary qualification in a relevant field is required. People with extensive experience may also apply. Knowledge of contemporary trends and best practice in community development or economic development is desirable. An understanding of the local government environment is desirable. Experience in providing community or business

	services within an organisational setting is desirable.
Key duties and responsibilities	<ul style="list-style-type: none"> • Consult with community and business sectors about their goals and vision. • Undertake support of business and community sectors to achieve their vision in line with the Balonne Shire Economic Development Plan and Balonne Community Plan. • Undertake business and community research and analysis. • Develop and support relationships with business, community, other government and partner organisations to promote the economic and community sustainability of the Balonne Shire. • Investigate innovative solutions to community and business issues as identified by the business and community sectors. • Prepare reports for Council and other Officers, and manage correspondence and day-to-day administration. • Deliver and assist in the delivery of key community events identified by Council. • Write submissions for funding relating to economic and community development. • Timely execution of the relevant Workplan is required. • Perform other duties consistent with the requirements of the position as required by the Director Community and Environment.
Organisational relationships	Reports to the Director Community and Environment
Extent of authority	Authority in accordance with Council's corporate structure, delegations and statutory powers.
Essential and desirable selection criteria	<p>Essential</p> <p>KSC 1: Tertiary qualification in a relevant field. People with extensive experience may also apply.</p> <p>KSC 2: Demonstrated ability to effectively liaise and</p>

	<p>communicate with internal and external clients at all levels, together with the ability to work effectively in a team environment.</p> <p>KSC 3: Demonstrated knowledge of the principles of community or economic development.</p> <p>KSC 4: Demonstrated experience in consultation and facilitation to assist business or community to achieve their goals.</p> <p>KSC 5: Demonstrated ability to undertake business or community research and analysis.</p> <p>KSC 6: Highly developed oral and written communication skills, including the ability to prepare effective funding submissions and project reports.</p> <p>KSC 7: Demonstrated knowledge and understanding of, and commitment to, WHS and EEO principles and practices.</p> <p>KSC 8: Possession of a current Queensland C class Driver's Licence is required.</p> <p>Desirable</p> <ul style="list-style-type: none"> • Local Government experience • Experience in providing community or business services within an organisational setting.
The Environment of the Balonne Shire Council	<ul style="list-style-type: none"> • Balonne Shire is located on the Queensland/New South Wales border some 500 km from the east coast of Australia and has an area of 31,119 square kilometres. • The Shire offers a relaxed lifestyle and heritage charm of a compact and safe community with modern facilities. • It is recognised as a centre of academic excellence with a range of schools servicing the area.
The Balonne Shire Council Core Values to achieve its Vision and Mission	<ul style="list-style-type: none"> • Respect – we value respect for the system of government, laws, people and environment. • Teamwork – we value teamwork, trust and loyalty in a collaborative effort to deliver the

	<p>best possible service to our customers.</p> <ul style="list-style-type: none"> • Accountability – we accept responsibility to our community for our decisions, our successes and learnings from our failures. • Innovation – we embrace continuous improvement and encourage new ideas and innovation. • Empowerment - we seek to develop the capacity of our communities to achieve self determination and we value our staff and commit to their ongoing training and development.
How to Apply	<ul style="list-style-type: none"> • Please apply via our Online Webpage- attaching your resume and any other documents you wish to attach at: • www.applynow.com.au/job66198 <p>NOTE: All information submitted by an applicant for this role is subject to the <i>Right to Information Act 2009</i>. As a result, information submitted by all applicants may be released under the Act if requested.</p>
Last review date	May 2015