



CANDIDATE PACK

# Director Strategic Partnerships

Burke Shire Council





## CONTACT

Belinda Walker  
Executive Talent Consultant  
Leading Roles

☎ 0411 449 447

✉ [belinda.walker@leadingroles.com.au](mailto:belinda.walker@leadingroles.com.au)

# Contents

 The Role .....	3
 About Burke Shire Council .....	11
 Living in the Region .....	13
 Recruitment Process and Timeframes .....	16
 Contact .....	18
 Attachment: Position Description	

We respectfully acknowledge the Traditional Owners, the Gangalidda Garawa and Waanyi peoples, as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



# The Role

The Director of Strategic Partnerships plays a crucial role in driving key sustainability and development initiatives in a small council that is ambitious for its community and its region.

The Burke Shire Council vision:

*"To be the model remote Australian community for inclusiveness, integrity, innovation and infrastructure."*

The Director will work closely with the CEO, Deputy CEO and other senior managers, with a focus on fostering partnerships and building strong relationships with key stakeholders. The Director will be tasked with managing the council's external engagement and influencing government policy to support the council's strategic priorities.

A unique opportunity for this position is the Council's commitment to having this role based in Cairns, but will consider Brisbane or another connected regional centre to improve access to the Council's advocacy targets and key external stakeholder relationships.



# Key Responsibilities

**1. Strategic Leadership and Collaboration:** The Director will play an important role in positioning the council for growth and has a key role in ensuring the council's operational capabilities are aligned with its long-term vision and external funding opportunities. The Director will work in collaboration with senior leaders to enhance the council's ability to secure funding and deliver on key projects.

The Director will work closely with the CEO and Deputy CEO to address the broader strategic needs of the organisation. Responsibilities include supporting the development and delivery of key strategic documents, such as the Planning Scheme and Economic Development Strategy.

**2. Political and Stakeholder Engagement:** This role involves managing relationships with State and Federal departments, Ministers and neighbouring councils. A key aspect of the role is advancing the council's strategic interests in political and governmental circles. The Director will also act as a critical link between the Mayor and external stakeholders, helping to ensure effective communication and support for the council's initiatives. In addition to working with government bodies, the Director will support the Mayor in navigating important relationships and committees, such as the Gulf Savannah Development, where the Mayor serves as Chair. The Director will assist the Mayor in identifying and capitalising on opportunities to strengthen the council's position within regional and government networks.

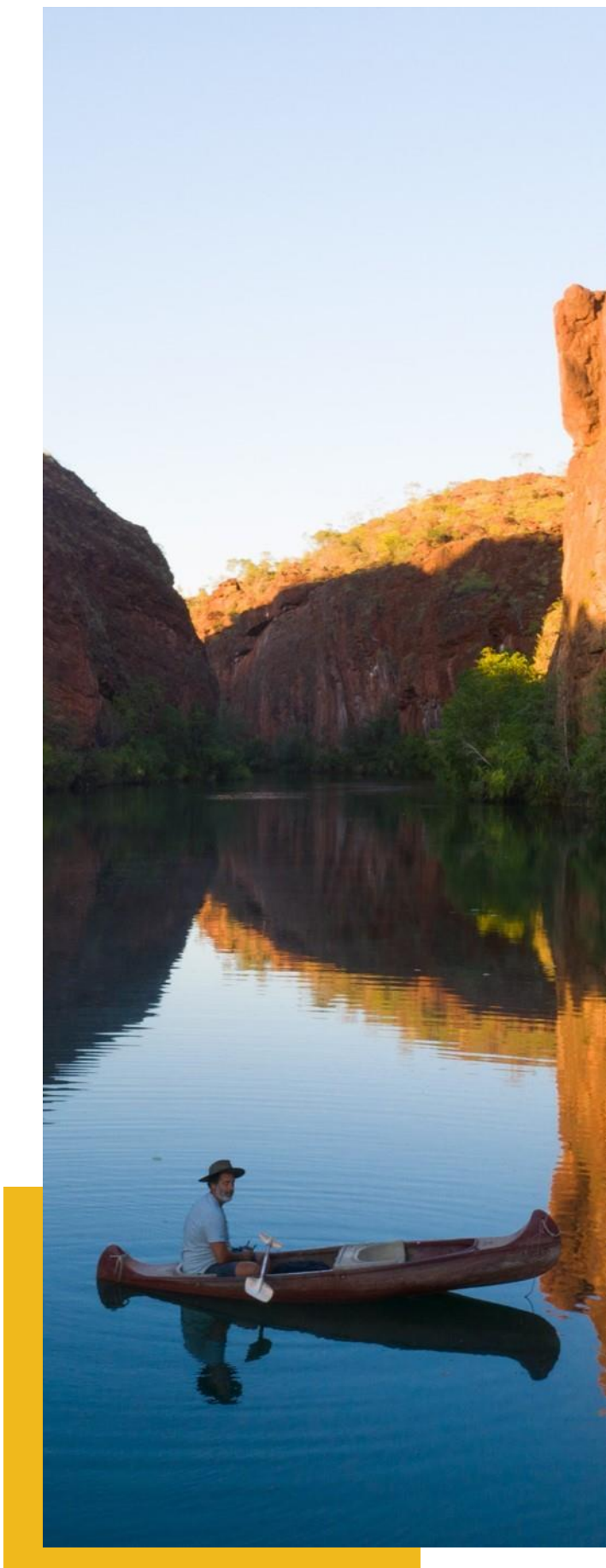


## Key Responsibilities continued

- 3. Project and Funding Management:** The role requires a proactive approach to identifying opportunities for funding, engaging with politicians and government departments and ensuring that the council's key projects are prioritised by decision-makers. Infrastructure development, road projects, housing and tourism are among the critical areas that the Director will focus on when seeking support.
- 4. Policy Influence and Legislation:** The Director will influence policy and legislation that impacts the council's strategic goals. This includes making submissions to government bodies and advocating for policy changes that can benefit the community, particularly in relation to infrastructure and economic development. A primary focus for the Director will be advocating for betterment projects in road infrastructure, which are critical to maintaining community connectivity during the wet season and improving long-term sustainability.
- 5. Relationship Management with External Stakeholders:** The Director will manage relationships with neighbouring councils, Indigenous councils and regional stakeholders. Some relationships, such as those with Carpentaria and Cloncurry, are strong, while others, like those with Doomadgee and Mornington, need improvement. The Director will work to strengthen these connections and promote collaboration on regional issues such as infrastructure and community development.

# Key Responsibilities continued

- 6. **Organisational Leadership:** While the role does not involve direct management of support staff, the Director will be responsible for engaging with and influencing a wide range of stakeholders. The Director will integrate with other regional initiatives, such as the Gulf Savannah Regional Organisation of Councils, and work to identify gaps and opportunities for the council's development. The Director will also collaborate with executive staff and councillors to develop strategies that address the organisation's strengths and weaknesses.
  
- 7. **External Focus:** The role requires a strong external focus, with the Director frequently engaging with political figures, government departments and external stakeholders. Much of the role will involve traveling to key locations, such as Brisbane, to advocate for council's strategic initiatives and build relationships that support the council's objectives.





## Key Focus Areas

- **Infrastructure and Roads:** The region faces significant challenges with road connectivity, particularly during the wet season when some communities are cut off. Securing funding to improve infrastructure is a top priority.
- **Housing:** The Director will focus on securing support for housing initiatives to meet the community's growing needs.
- **Energy and Tourism:** These sectors are essential to the region's economic development and the Director will seek to identify opportunities that can support long-term growth.
- **Employment and Community Development:** The role involves promoting initiatives that drive employment and community development, ensuring that local communities benefit from the council's efforts.
- **Health Services:** The Director will ensure that the region's health services continue to receive adequate support and funding.

## Challenges and Opportunities

While the Council's reputation is excellent, the current political engagement with higher levels of government is limited, with most interactions being transactional. This has resulted in the council being overlooked for major funding and opportunities. The Director must elevate these relationships and build strategic partnerships that position the council for long-term success.

There is also an opportunity to strengthen regional collaboration. While relationships with some neighbouring councils are strong, others will benefit from additional focus and improvement. The Director will play a key role in fostering greater collaboration on regional issues like infrastructure and economic development, particularly through initiatives like the Gulf Savannah Development organisation and the North West Queensland Regional Organisation of Councils.



## Personal Attributes

The ideal candidate will have a collaborative mindset and a proactive approach to seeking opportunities. Strong communication skills are essential, as the Director will need to effectively influence key stakeholders and build lasting relationships. The individual should be polished, professional and capable of engaging with both political and community leaders.

Flexibility and adaptability are important, as the role involves a mix of time spent within the community and in external locations. The Director must be comfortable navigating both local and broader political landscapes, ensuring the council's needs are represented at every level.





## Selection Criteria

- Bachelor's Degree in a relevant field.
- Strong organisational skills, coupled with strong analytical skills and ability to resolve complex issues and challenges.
- Highly developed skills in stakeholder engagement and relationship management
- Demonstrated ability to operate in an environment governed by legislation, with demonstrated ability to maintain knowledge of contemporary issues and trends.
- Demonstrated experience in the preparation, management of and accountability for business cases and major projects.
- Demonstrated knowledge and understanding of environmental and cultural heritage issues impacting on key areas of responsibility.
- Demonstrated success managing and acquitting grant funding.



## Council Employee Benefits

The Burke Shire Council employee benefits include:

- The remuneration package is approximately \$210,000. Additional allowances, such as a car package, may be provided if based in Burke.

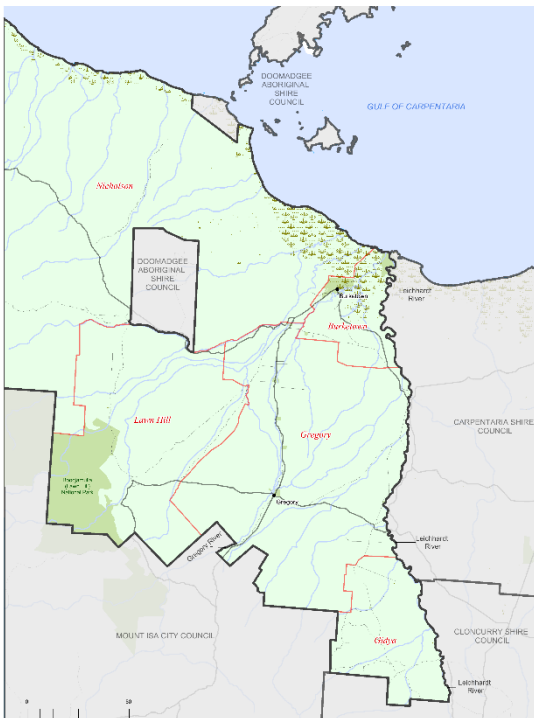
The Director will spend time both within the community and externally, as needed, to fulfil the role's responsibilities.

This role offers a unique opportunity for a skilled professional to drive strategic initiatives and make a lasting impact on the council's development. The Director of Strategic Partnerships will play a vital role in securing the resources needed to support the community's growth and sustainability.



**The Shire of Burke is in far North Queensland on the Gulf of Carpentaria, adjoining the Northern Territory border.**

The council area is 40,127 square kilometres and has a population of approximately 352 residents calling the region home. Burketown and Gregory Downs are the townships where 20% of the population reside, whilst 80% live on cattle stations, roadhouses and tourist attractions. Predominant employment sectors in the shire include agriculture, forestry and fishing, public administration and safety.



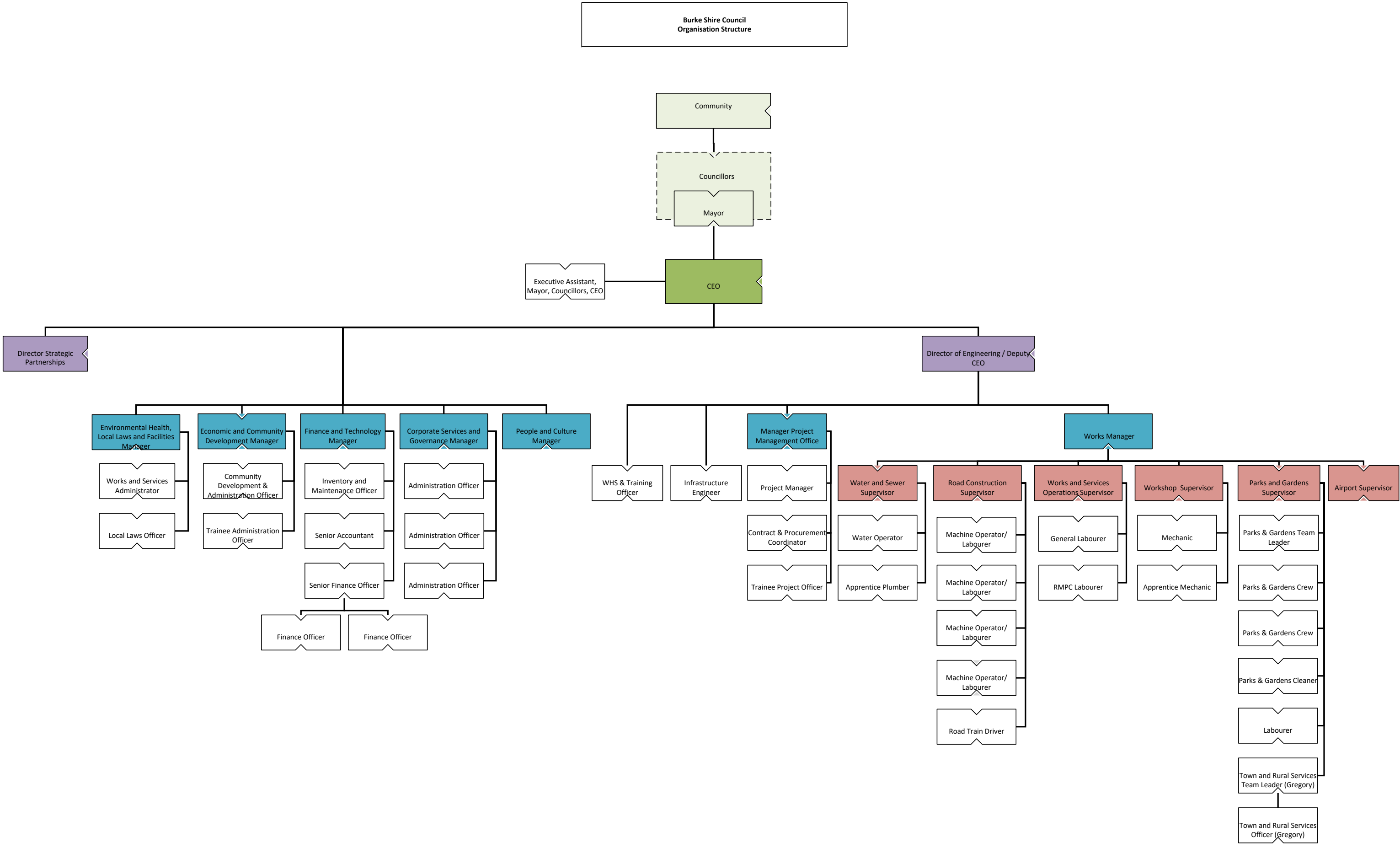
The major town and administrative centre of the shire is Burketown.

Burketown is 2,115km to the northwest of Brisbane, the capital of Queensland, and 2,100km from Darwin. Burke Shire is considered a remote living environment.

**Links to Council Information**



# Organisational Structure





# Living in the Shire

## **Burketown**

Facilities in Burketown include a Visitor Centre, medical clinic, police station, pub, caravan park and lodge accommodation, library (with free Wi-Fi access Monday to Friday between 9:00am and 4:00pm), Post Office, convenience store and fuel. The town also has a State School from Prep to Year 6 as well as a kindergarten.

## **Gregory Downs**

Gregory Downs is a small town located 120km south of Burketown. The Gregory Downs hotel/motel is rich in history and provides meals and accommodation.

Gregory Downs is famous for its horse sports events held during the cooler months, as well as the Gregory Canoe Races.

Facilities at Gregory Downs include public toilets, a waste dump point for caravanners, a children's playground, medical centre (visited fortnightly by the Royal Flying Doctor Service), tennis courts, community hall, racetrack and airstrip.

For more information visit the [Visitor Information Centre](#).



# Living in the Shire

## Travelling to the Shire

Burketown has an airport serviced by Rex Airlines, with direct flights in and out of Cairns, Doomadgee, Mornington Island, Mount Isa and Normanton.

The Shire is a remote part of Australia and travelling to the region by road is considered one of Australia's most adventurous drives, known as the Savannah Way. Normanton is the closest larger town located 227 kms to the east and the nearest city is Mount Isa, 425 kms to the south.

Before travelling onto outback roads, it is imperative that you check a weather report and check road conditions with the likes of RACQ, Shire Council and local police.

# Discover Burke Shire



# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the Selection Criteria



## Evaluation Process

Leading Roles and Burke Shire Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Burke Shire Council may elect to undertake further interviews as required.

Preferred applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role.



## Applications Open

- Week Commencing Monday  
14 October 2024



## Applications Close

- 5pm Monday 4 November 2024



## Initial Assessment

- Week Commencing 4 November 2024



## Council Interviews

- TBD

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

## Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.





# What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
<b>Week 1-3</b> Application Stage	<ul style="list-style-type: none"> <li>• <b>Application Acknowledgment:</b> Prompt acknowledgement of your application.</li> </ul>
<b>Week 4</b> Initial Interviews	<ul style="list-style-type: none"> <li>• <b>Applicant Review:</b> We work closely with our clients to determine longlisted applicants that match the requirements of the role.</li> <li>• <b>Video Conference Interviews:</b> Initial interviews with longlisted applicants.</li> <li>• <b>Feedback:</b> Shortlisted applicants agreed with the client. Feedback provided to applicants.</li> </ul>
<b>Week 5 &amp; 6</b> Client Interviews	<ul style="list-style-type: none"> <li>• <b>Preparation:</b> Shortlisted candidates receive a briefing prior to client interview.</li> <li>• <b>Panel Interview:</b> Consultants facilitate client interviews, at the discretion of the client, online or in-person.</li> <li>• <b>Feedback:</b> Post-interview feedback provided to candidates.</li> </ul>
<b>Week 5 &amp; 6</b> Verification	<ul style="list-style-type: none"> <li>• <b>Checks:</b> Simple online verification, including:               <ul style="list-style-type: none"> <li>◦ Reference Checks</li> <li>◦ Criminal History &amp; Right to Work Checks</li> <li>◦ Psychometric Assessments (if requested by client)</li> </ul> </li> </ul>
<b>Week 6</b> Offer & Negotiation	<ul style="list-style-type: none"> <li>• <b>Negotiation:</b> Consultant to support salary negotiations.</li> <li>• <b>Engagement:</b> Direct candidate engagement with the Council for contract questions and onboarding.</li> </ul>
<b>Week 6 to 8</b> Project Finalisation	<ul style="list-style-type: none"> <li>• <b>Future Opportunities:</b> If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.</li> </ul>
<b>Post Placement</b>	<ul style="list-style-type: none"> <li>• <b>Check-in:</b> Regular check-ins throughout the first year.</li> </ul>

# Your Executive Recruitment Team

We are pleased to introduce our senior recruitment team as your designated point of contact for this executive role. Should you require additional information or have any inquiries, we warmly encourage you to reach out to them. They will be more than happy to assist you throughout the process



## MARK OGSTON, CHIEF EXECUTIVE

Mark will personally oversee the executive search and recruitment effort and will draw on his extensive network to identify and attract high-quality candidates for your consideration.

☎ 0407 674 412

✉ [mark.ogston@leadingroles.com.au](mailto:mark.ogston@leadingroles.com.au)



## BELINDA WALKER, EXECUTIVE TALENT CONSULTANT

Belinda will lead and manage the candidate engagement, screening and assessing candidates, preparing reports and undertaking verification checks.

☎ 0411 449 447

✉ [belinda.walker@leadingroles.com.au](mailto:belinda.walker@leadingroles.com.au)



## JEANETTE GRAHAM, TALENT ACQUISITION SPECIALIST

Jeanette will identify candidates with a history of executive success relevant to this position and support the targeted candidate engagement and marketing of these roles.

☎ 0422 469 956

✉ [jeanette.graham@leadingroles.com.au](mailto:jeanette.graham@leadingroles.com.au)




## DEE DU TOIT, RECRUITMENT SUPPORT OFFICER

Dee will provide recruitment administration support and coordinate interviews and candidate travel bookings as required.

☎ 0488 107 514

✉ [dee.dutoit@leadingroles.com.au](mailto:dee.dutoit@leadingroles.com.au)



# Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT [WWW.LEADINGROLES.COM.AU](http://WWW.LEADINGROLES.COM.AU)



ATTACHMENT

# Position Description

## SCHEDULE A - POSITION DESCRIPTION

<b>Job title</b>	Director Strategic Partnerships
<b>Department</b>	Office of the Mayor and CEO
<b>Reporting to</b>	Chief Executive Officer
<b>Position/Hours</b>	Contract Position Full-time permanent: 36.25 hours per week
<b>Location</b>	Work from home - offsite

### PURPOSE OF THE POSITION:

The Director Strategic Partnerships reports to the Chief Executive Officer for the progression of Council's major strategic projects. Whilst these projects will evolve from time to time, those of relevance are those associated with:

- Indigenous Land Use Agreements, cultural heritage and native title
- Projects of regional significance that may be progressed through regional entities
- Burke Shire Council strategic capital projects and strategic initiatives.

In this key role, you will be a trusted advisor to the Mayor and Councillors, driving initiatives that propel our region into a new era of development, by having direct contact to both the Mayor and councillors.

The DSP provides strategic advice and guidance and manages key stakeholder relations including providing a leading role in strategic community consultation processes.

### RELATIONSHIPS:

<b>With</b>	<b>Purpose</b>
1. CEO	You will report to and take direction from the CEO
2. Councillors	You will be a trusted advisor to the Mayor and Councillors
3. Executive Management Team	You will liaise with Council's Executive Management Team as required.
4. External Stakeholders	You will be required to liaise with external stakeholders, State and Federal Government Departments, funding bodies, and members of the public.

## OUR VALUES

Our shared values should be applied to everything that we do and be balanced to ensure that the values work together to achieve the best outcome for Council.



### **LOYAL**

We ride for the brand as dedicated team players

### **PROUD**

We take pride in ourselves, our work and our community

### **CARING**

We look out for each other and go home safe to our families.

### **SMART**

We find solutions and take opportunities to improve ourselves.

### **DEPENDABLE**

We are honest, ethical and do what we say we will do.

## ACKNOWLEDGEMENT AND APPROVAL

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ELEMENTS AND PERFORMANCE CRITERIA**

### **Responsibility 1: Program Management**

- 1.1 Ensure the effective management of Council's strategic operations and documents.
- 1.2 Is responsible for providing assistance to the Councillors, CEO and Executive Management Team in leading Strategic Planning and Strategic Policy development.
- 1.3 Communicates and promotes Council's vision, strategies, projects and policies to the community it serves.
- 1.4 Contribute to high level discussion and decision making as a member of the executive management team (EMT).
- 1.5 Provide regular progress reports to CEO.
- 1.6 Ensure all appropriate compliance and operational reporting is undertaken and completed on time.
- 1.7 Establishing Program objectives and KPIs in line with the Corporate Plan and Operational Plan and assigning responsibility to ensure they are achieved.
- 1.8 Assist CEO to plan and review budget and work programs for each financial year for the Program.

#### **Expected Work Standard:**

- Resources are allocated to effectively meet Council's strategic operations.
- Provides regular and effective feedback and development opportunities to Councillors and CEO.

### **Responsibility 2: Shapes Strategic thinking**

- 2.1 In consultation with the Executive Management Team, contribute to the development of Council's core strategic planning and reporting documents, including Corporate Plan, Operational Plan, Annual Budget, Annual Report, Planning Scheme amongst others.
- 2.2 Holds a key responsibility for communicating, collaborating, facilitating and influencing stakeholders to identify and progress strategies for Burke Shire economic development.
- 2.3 Contribute to high level discussion and decision making as a member of the executive management team (EMT).

#### **Expected Work Standards**

- Inspires a sense of purpose and direction-Assists in developing the strategic direction for Council.
- Focuses strategically-Understands the Council's direction and role within its community and throughout the Australian government framework. Develops plans that address both current and likely future requirements.
- Build relationships and communicate with members, business, industry, community, government and other entities within the Burke Shire Region to understand and identify their goals, interests, concerns and priorities.
- Seizes opportunities and adjusts approach to respond to threats.

- Steers and implements change and deals with uncertainty-Adopts a planned approach to the management of Portfolio activities.
- Ensures closure and delivers on intended results-Drives a culture of achievement. Manages risks that may impede on project outcomes and ensures that key stakeholders are across all relevant issues.

**Responsibility 3: Develop and deliver strategic projects including planning, negotiation, funding, reporting, compliance acquittals etc:**

- 3.1 Indigenous Land Use Agreements, cultural heritage and native title.
- 3.2 Progression of the Gregory ILUA.
- 3.3 Assist with all matters relating to native title and cultural heritage.

Projects of regional significance

- 3.4 Liaise with mining and minerals stakeholders to progress mining initiatives and position Burke and other local governments to benefit from mining and minerals projects.
- 3.5 Gulf Savannah Development regional projects (costs to be recovered where possible through funding bodies or GSD).

Strategic capital projects

- 3.6 Lead the investigation into the development of Gregory-Bidunggu renewable generation system, Burketown community BESS and the Council only premises behind the meter solar, hot water, aircon solution.
- 3.7 Assist with reviewing alternative waste options.
- 3.8 Provide assistance as required with other capital projects.

Strategic initiatives and projects

- 3.9 Corporate Plan 2025-30 and Sports and Recreation Strategy 2025=2030-: lead community consultation and provide support and assistance to CEO and EMT to ensure adoptions before 01 June 2025.
- 3.10 Assist with Master Planning Burketown and Gregory as required.

**Expected Work Standards**

- Identify and facilitate opportunities to secure and leverage resources (financial and other), this includes Grant funding.
- Negotiates persuasively.
- Build relationships and communicate with members, business, industry, community, government and other entities within the Burke Shire Region to understand and identify their goals, interests, concerns and priorities.
- Ensures closure and delivers on intended results-Drives a culture of achievement. Manages risks that may impede on project outcomes and ensures that key stakeholders are across all relevant issues.
- Listens, understands and adapts to audience.

#### **Responsibility 4: Workplace Health and Safety**

##### **Performance Criteria:**

- 4.1 Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
- 4.2 Implementing, maintaining and monitoring the WH&S Management Plan and MAPs within their area of responsibility.
- 4.3 Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required assisting or participating in the carrying out of risk assessments on identified hazards.
- 4.4 Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences are reported to the WH&SC within the required timeframes.
- 4.5 Being actively involved in Incident investigations and review corrective actions.
- 4.6 Ensuring a high standard of housekeeping is maintained within their area of control.

##### **Expected Work Standard:**

- Observance of WH&S practices and policies.
- Minimises and/or eliminates Lost Time Injuries.
- Knowledge of WH&S requirements.

#### **Responsibility 5 - Workplace Behaviour & Effective Communication**

##### **Performance Criteria:**

- 5.1 Promotes effective communication with other staff.
- 5.2 Adheres to Council's Code of Conduct, including zero engagement in bullying, harassment, or discriminatory practices against team members and fellow staff.
- 5.3 Conveys instructions clearly and checks understanding.
- 5.4 Adheres to Council policies related to absences and absenteeism.
- 5.5 Ensures timesheets are filled in correctly.

##### **Expected Work Standard:**

- No violations of Code of Conduct or any other relevant Council policies.
- Paperwork and notification processes correct for absences and timesheets.
- Willingness to work flexible work times when required.



## **CONFLICT OF INTEREST**

When making decisions, you must declare any conflicts of interest that could affect your objectivity in carrying out your duties. Conflicts of Interest arise when private interests interfere, or appear to interfere, with the performance of official duties.

A conflict of interest exists where a reasonable and informed person would perceive that as an employee you could be influenced by a private interest when carrying out your public duty.

Private interests include personal, professional or business interests, as well as the interests of individuals that you associate with, such as family, dependants and friends.

Conflicts of interest fall into three categories:

1. Actual – there is a direct conflict between your current duties and your existing private interests
2. Potential – your duties and private interests could conflict in the future
3. Perceived – it could appear that your private interests could improperly influence the performance of your duties

If you have an interest or a potential interest in a company, which is seeking to contract with council for the provision of goods and services, a declaration to this effect must be made by yourself. In the event that such declaration is not made, the contract may be declared void.

While it is best to avoid conflicts of interest, this is not always possible. Having a conflict of interest alone is not considered misconduct or a breach of the Code of Conduct. What is important is:

- that you are open about the conflict of interest
- how the conflict of interest is managed
- ensuring a conflict of interest is resolved in the public interest.

If you believe you have a Conflict of Interest, whether real, potential or perceived, you must tell your Executive Manager or CEO promptly. Your Executive Manager or CEO will then provide further direction on how to resolve the matter giving rise to the Conflict of Interest.

## **QUALIFICATIONS & ATTRIBUTES**

### **Required Qualifications**

- Bachelor Degree in relevant field
- Current “C” class manual drivers licence

### **Desirable Qualifications**

- Post-graduate qualifications in a relevant field

### **Required Attributes**

- Strong organisational skills; coupled with strong analytical skills and ability to resolve complex issues and challenges
- Highly developed skills in stakeholder engagement and relationship management
- Proven ability in the performance management of staff, including lead, motivate and positively influence work groups and individuals in a positive, honest, open and fair way, mentor inexperienced staff and manage staff performance
- Highly developed written and verbal communication skills including analysis and negotiation
- Demonstrated ability to operate in an environment governed by legislation, with demonstrated ability to maintain knowledge of contemporary issues and trends
- Demonstrated experience in the strategic management of complex organisational change along with understanding of contemporary trends in strategic management systems and processes
- Demonstrated experience in the preparation, management of and accountability for significant corporate budgets
- Demonstrated knowledge and understanding of environmental and cultural heritage issues impacting on key areas of responsibility
- Demonstrated success managing and acquitting grant funding

### **Desirable Attributes:**

- Experience working in a remote Local Government or similar industry environment (nb: local government experience will be regarded; but may not be essential if the candidate can demonstrate the skills, qualifications and experience required)
- Detailed knowledge of contemporary human resources practices
- Existing contact networks in a relevant field (tourism, economic development, human resources)
- Shows judgement, intelligence and common sense- Applies intellect and knowledge to weigh up complex information and identify critical factors and issues. Explores options in full and makes sound decisions under pressure. Considers opportunities and anticipates risk. Applies lateral thinking and identifies innovative solutions.