

APPLICANT PACK

# Manager Disaster Recovery

Mareeba Shire Council



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People ▶ Performance ▶ Partners

RECRUITING FOR:



**Mareeba**  
SHIRE COUNCIL

CONTACT

**Mark Goldsworthy**

Senior Executive Consultant

Leading Roles

📞 0417 649 568

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

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We respectfully acknowledge the Traditional Owners, the Bar Barrum, Djabugay, Kuku Djungan, Muluridji, Wakaman and Western Yalanji 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

Mareeba Shire Council is seeking an experienced professional to manage and deliver its **Disaster Recovery and Reconstruction Program**, a critical component of the region's recovery efforts following Cyclone Jasper. This program, encompassing a **\$50 million recovery effort**, includes complex projects under the Disaster Recovery Funding Arrangements (DRFA), with additional focus on Category D and Betterment-funded initiatives.

The position is a **two-year, full-time contract** based in Mareeba. It offers an opportunity to oversee a large-scale recovery effort, streamline processes, and improve coordination across council teams and external stakeholders.



# Key Responsibilities

## **Lead the DRFA Program Delivery:**

- Oversee the planning, coordination and reporting of DRFA projects to ensure compliance with federal and state guidelines.
- Deliver a mix of traditional and innovative projects, including infrastructure betterment, water and wastewater recovery and unsealed road reconstruction.

## **Drive Timely Project Delivery:**

- Navigate tight deadlines imposed by wet seasons and cyclone impacts to achieve project completion within the same calendar year whenever possible.
- Manage external consultants and contractors to ensure effective and efficient delivery of all projects.

## **Enhance Stakeholder Relationships:**

- Strengthen council's partnership with the Queensland Reconstruction Authority (QRA) and other agencies to secure approvals, funding and technical support.
- Provide accurate, timely reporting to maintain transparency and compliance.

## **Implement Business Improvements:**

- Introduce improved systems for internal reporting and program management.
- Ensure that disaster funding claims are complete and accurate to recover the full cost of council's efforts.

## **Foster Cross-Department Collaboration:**

- Work closely with managers across council teams, including Water and Waste and Works and Infrastructure to ensure alignment on project priorities and goals.
- Address challenges in communication and coordination, ensuring that recovery efforts are well-integrated into daily operations.



# Key Attributes for Success

- A proactive, 'no surprises' approach to communication and project management.
- The ability to build and maintain strong relationships with internal and external stakeholders.
- A strategic mindset to balance short-term project goals with long-term community resilience.
- Strong leadership and organisational skills to manage complex recovery programs effectively.

## Qualifications & Experience

### *Essential:*

- Tertiary qualifications in Civil Engineering, Project Management or a related field, OR a minimum of 15 years' experience in civil construction or infrastructure management.
- Demonstrated experience in successfully managing large-scale DRFA programs, particularly in regional or remote areas.
- Strong knowledge of disaster recovery design and construction, especially for unsealed roads and geotechnical treatments.
- Excellent communication skills in negotiating with diverse stakeholders, including government agencies, contractors and community representatives.
- A valid Queensland C Class driver's licence.

### *Desirable:*

- Postgraduate qualifications in Civil Engineering or Project Management.
- Familiarity with Queensland local government processes and legislation, including the Local Government Act 2009.

**Note:** *You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.*



## Context and Challenges

This role requires the ability to operate in a **fast-paced, high-pressure environment**, balancing competing priorities such as compliance with funding deadlines, wet season limitations and complex stakeholder relationships. The successful candidate will have a direct impact on ensuring the Mareeba community receives its full entitlement to disaster recovery funding, mitigating long-term risks and addressing the ongoing challenges posed by severe weather events.

## Work Environment and Expectations

- The position is based in Mareeba, with flexibility to operate partially from Cairns. However, a minimum three-day presence in Mareeba is required each week to foster effective communication and oversight.
- The Manager will need to conduct regular site visits and maintain a visible presence with council teams and contractors.



# Council Employee Benefits

Joining Mareeba Shire Council means becoming part of a supportive and dynamic team committed to delivering exceptional service to the community. You will be part of an organisation that upholds values of sustainability, ethical conduct, community partnerships and continuous improvement. In recognition of your hard work and dedication, the successful candidate will receive a competitive total remuneration package, negotiable based on qualifications and experience.

Benefits of the role include:

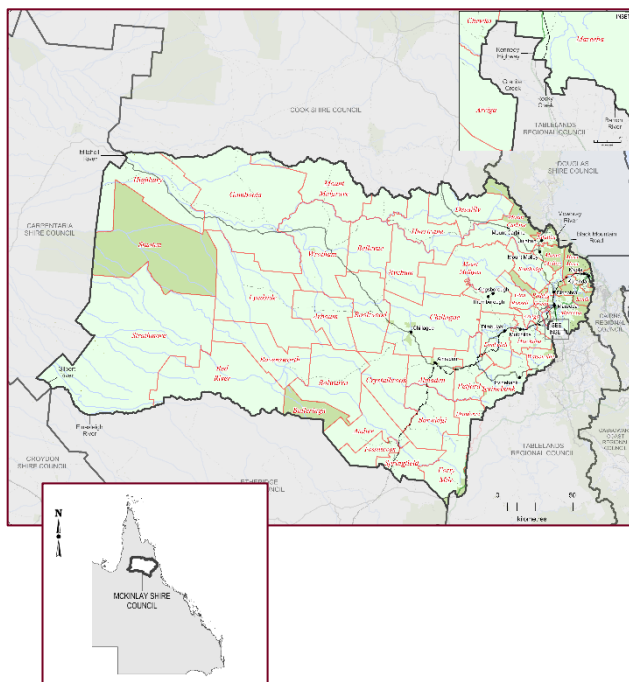
- A competitive salary of \$200,000–\$250,000, including access to council-provided resources (e.g., PC, laptop, potential vehicle), will be offered.
- Mareeba Allowance – up to \$2,080 per annum
- Work/life balance – 19-day month
- Up to 12% employer superannuation contributions
- 5 weeks annual leave with 17.5% leave loading
- Lifestyle benefits such as access to a Fitness Passport
- Learning and development opportunities
- Salary sacrificing options



# About Council

**Mareeba Shire Council governs a vast and diverse region in Far North Queensland, encompassing 53,547 square kilometres.**

The Shire is home to approximately 23,702 residents and is known for its thriving agricultural industry, cultural richness and strong community spirit. Mareeba is the primary regional centre, supported by Kuranda and smaller communities such as Chillagoe, Dimbulah, Bibbohra, Koah, Speewah, Mutchilba, Irvinebank, Julatten and Mount Molloy.



Mareeba plays a vital role as a transport and services hub for Northern Australia, including the Cape York Peninsula and Gulf of Carpentaria regions. Its strategic location, less than an hour from Cairns International Airport, positions it near two World Heritage sites: the Great Barrier Reef and the Wet Tropics. With a favourable climate that boasts up to 300 sunny days a year and reliable water sources like the Tinaroo Dam, the region supports year-round production of high-quality produce.

The Council, led by the Mayor and six Councillors, is committed to providing strong leadership and delivering high-quality services that support sustainable growth. It employs a skilled workforce dedicated to fostering economic development and enhancing liveability across the region. Mareeba Shire's economy is driven primarily by agriculture, forestry and fishing, with a Gross Regional Product of \$1.47 billion as of June 2023.

## Links to Council Information



Financially, the Council is in a strong position, achieving an operating surplus of \$3.6 million for the 2023-24 financial year. Total operating revenue for the year was \$72.9 million, with total expenditure of \$69.3 million. The Council's ongoing commitment to sound financial management ensures the continued delivery of essential services and infrastructure.



# Council Mission, Vision & Values

## Vision

A growing, confident and sustainable Shire.

## Mission

To promote the prosperity and liveability of our communities by providing cost-effective services, fostering collaborative partnerships and maintaining accountable governance.

## Strategic Priorities

- **Financial Sustainability and Governance:** A financially sustainable council that applies strategic decision making and good governance to deliver cost-effective services.
- **Community and Culture:** An informed, engaged and resilient community which supports and encourages effective partnerships to deliver better outcomes.
- **Transport and Infrastructure:** The provision of quality infrastructure to service our growing community using sound asset management principles.
- **Liveability and Environment:** Improve the liveability of the Shire by enhancing amenity and valuing natural assets.
- **Economy and Growth:** Promote and encourage investment in local industry to build a resilient economy.

## Values

**S**ustainable

**U**nited Team

**C**ustomer focussed

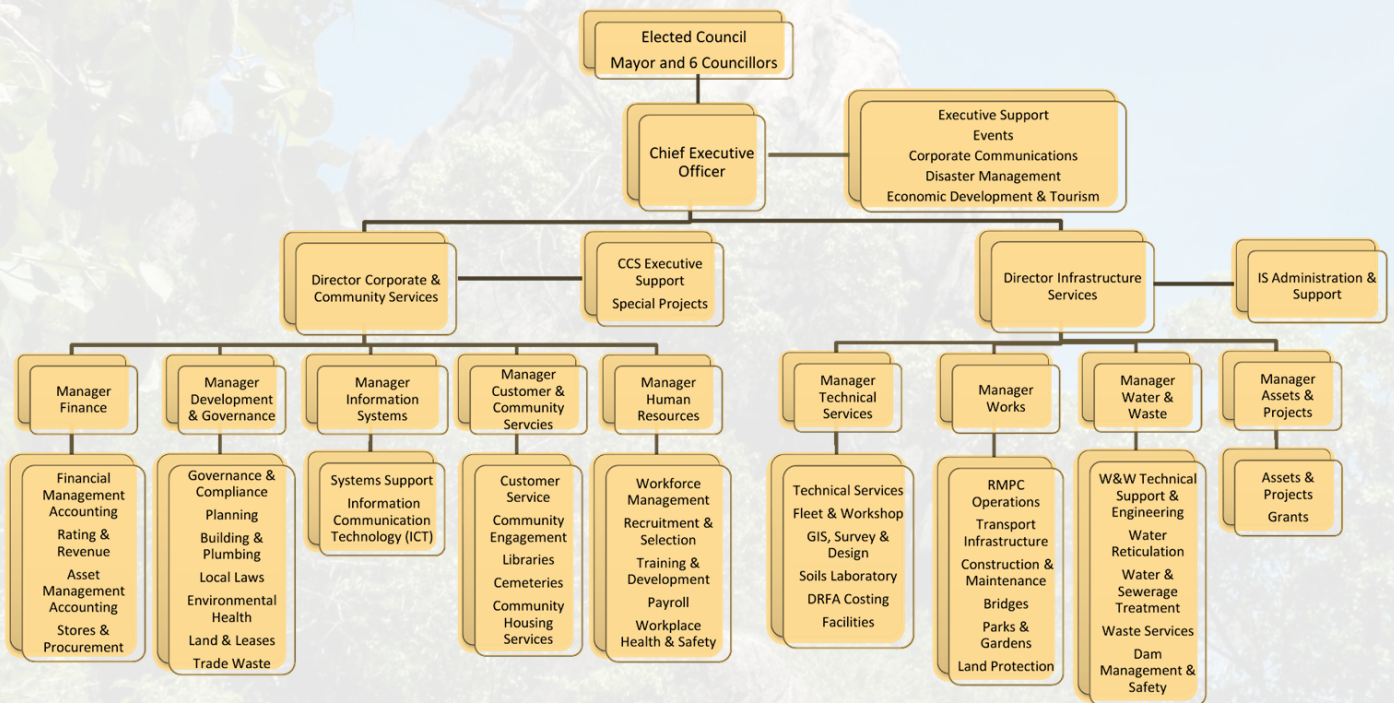
**C**ommunity partnerships

**E**thical Conduct

**S**triving to be Better

**S**killed Workforce

# Corporate Structure





# Living in the Region



## Housing

Mareeba Shire offers a range of housing options, from modern homes in established neighbourhoods to rural properties on acreage and charming heritage homes in smaller towns. The region's affordability, compared to larger urban centres, makes it an attractive choice for families, professionals and retirees. Rental properties and residential developments are available in Mareeba and surrounding communities, providing opportunities to suit varying lifestyles and budgets.



## Educational Facilities

The region offers access to a range of educational facilities, including public and private primary and secondary schools in Mareeba and surrounding communities. Tertiary education opportunities are available through nearby TAFE Queensland campuses, providing vocational training and James Cook University in Cairns, which offers a wide selection of undergraduate and postgraduate programs. These institutions support broad learning needs and career pathways for residents.



## Healthcare

Healthcare services in Mareeba Shire are well-supported by a range of facilities, including the Mareeba Hospital, which provides emergency care, general medical services and specialised clinics. The region also has several medical centres, dental practices and allied health services, catering to the needs of the community. For more comprehensive medical services and specialist care, residents can access facilities in Cairns, including Cairns Hospital, which is less than an hour's drive from Mareeba.



# Living in the Region



## Shopping & Dining

The main centre of Mareeba features supermarkets, specialty shops and local markets providing fresh produce and unique goods. Boutique stores and galleries in Kuranda add to the shopping experience, with handcrafted items and artisan products. Dining options range from casual cafés and bakeries to restaurants serving local and international cuisine, with many venues highlighting the region's fresh, seasonal produce. The area is also known for its coffee plantations and farm-to-table offerings, enhancing the local dining experience.



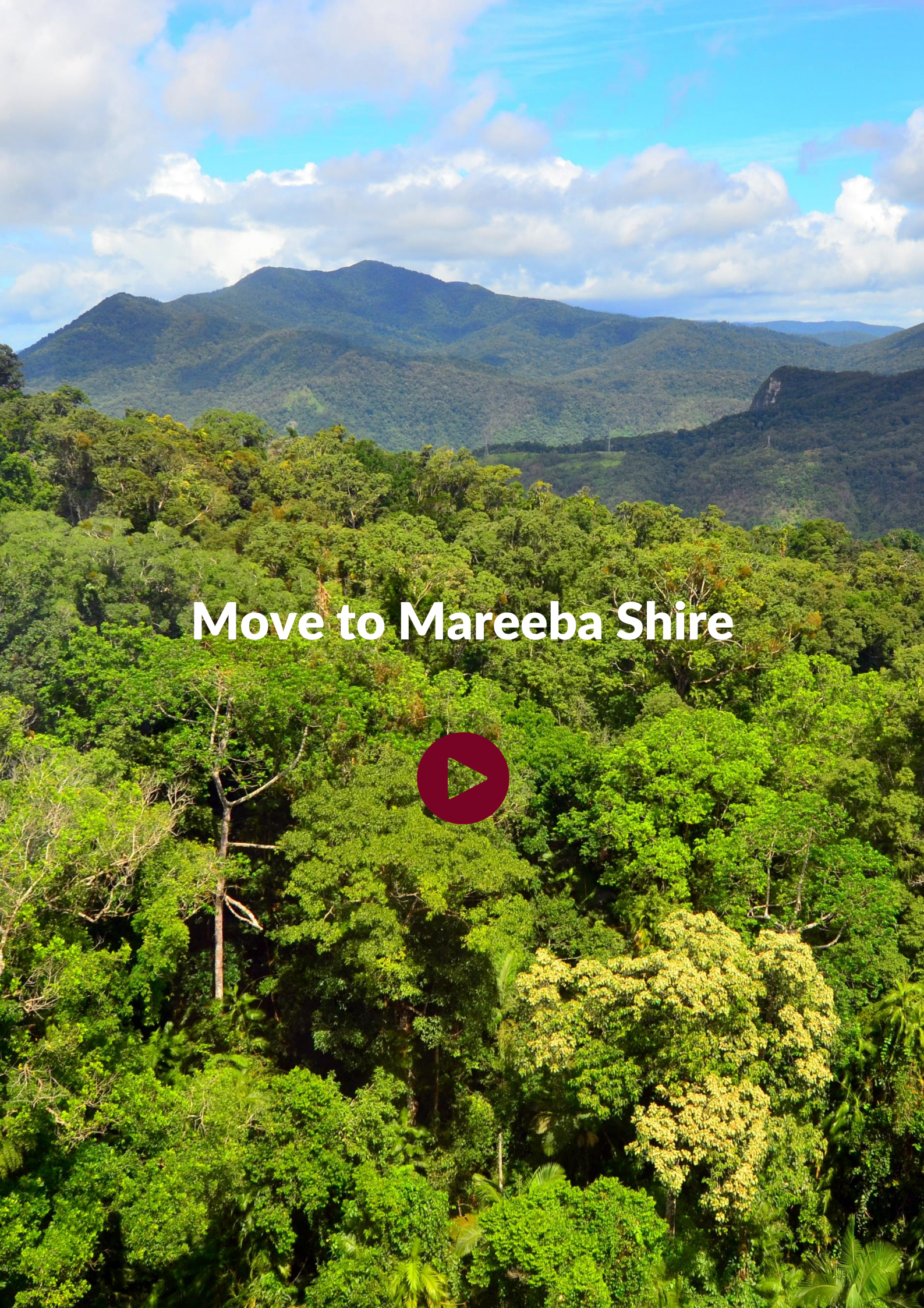
## Sports & Recreation

The region boasts sporting complexes, community pools and facilities for popular sports such as rugby, soccer, cricket and netball. Residents can also enjoy outdoor activities like hiking, mountain biking and fishing, with access to national parks and nature reserves. The Mareeba Rodeo and Showgrounds host various events throughout the year, fostering community engagement and entertainment. With its sunny climate and beautiful landscapes, the region encourages an active lifestyle and outdoor recreation.



## Getting Around

Transport in Mareeba Shire is supported by a network of local and regional bus services, providing connections within the Shire and to nearby centres such as Cairns. The region's proximity to Cairns International Airport, less than an hour's drive from Mareeba, offers convenient access to domestic and international flights. Local roads are well-maintained, facilitating travel by car, while regional highways link Mareeba to surrounding communities and key destinations in Far North Queensland.



# Move to Mareeba Shire



# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV, maximum 6 pages
- A covering letter addressing the Qualifications and Experience, maximum 2 pages



## Evaluation Process

Leading Roles and Mareeba 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. Mareeba 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.



## Indicative Timeframes



Applications Open

- Week Commencing Monday 2 December 2024



Applications Close

- 5:00 pm Monday 16 December 2024



Initial Assessment

- Week Commencing 16 December 2024



Council Interviews

- Week Commencing 23 December 2024

\*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 for the role.</li> <li>• <b>Video Conference Interviews:</b> Initial interviews with longlisted applicants.</li> <li>• <b>Feedback:</b> Shortlisted applicants agreed with 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 Interviews:</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 and 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>



## MARK GOLDSWORTHY

Senior Executive Consultant



Mark Goldsworthy brings a wealth of experience in leading People and Culture functions across government and private sectors. Known for his humanistic leadership and commitment to fostering psychologically safe workplaces, Mark excels in identifying and developing high-performing talent.

At Leading Roles, Mark's focus is on executive search and recruitment, leveraging his extensive background in strategic HR and cultural transformation to connect organisations with outstanding leaders. His approach ensures clients receive candidates who not only meet technical requirements but also align with organisational values and drive success.

### CONTACT

☎ 0417 649 568

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

🌐 [leadingroles.com.au](http://leadingroles.com.au)





ATTACHMENT

# Position Description

<b>POSITION TITLE</b>	<b>Manager Disaster Recovery and Reconstruction Program</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Infrastructure Support</b>
<b>LOCATION</b>	<b>Kowa Street Depot Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>Manager Level</b>
<b>REPORTS TO</b>	<b>Director Infrastructure Services</b>

### Department Summary

The Infrastructure Services Department is responsible for the planning & delivery of Council's capital works and major operational works programs.

Department business units include:

- Infrastructure Support
- Technical Services
- Works
- Water & Waste
- Assets and Projects

### Position Summary

The Manager Disaster Recovery and Reconstruction Program is responsible for the leadership, management, and delivery of Council's Disaster Recovery Funding Arrangement (DRFA) program. This role involves overseeing all phases of recovery projects, from initial planning and coordination through to final reporting and close-out. The manager will work closely with the Director of Infrastructure Services, leading a multidisciplinary team, and ensuring the effective delivery of complex recovery projects that meet community needs and provide best value outcomes for Council. A key aspect of this role is collaborating with stakeholders, including the Queensland Reconstruction Authority (QRA), contractors, consultants, and internal teams, to manage reconstruction projects efficiently, while maintaining a strong focus on quality, compliance, and cost-effectiveness.

### Key Responsibilities

- Lead the planning, coordination and reporting activities for Council's DRFA program, ensuring all projects are delivered to the highest standards and provide maximum benefits to Council and the community.
- Collaborate with the Queensland Reconstruction Authority (QRA), Council staff, existing contractors and consultants deliver the Cyclone Jasper DRFA program, including potential Category D and Betterment funded projects.
- Oversee the recovery and reconstruction effort utilising effective program management strategies, ensuring timely, efficient, and cost-effective delivery.
- Manage the performance and coordination of internal and external resources, suppliers and contractors to meet the scale and complexity of the recovery program.

- Develop and sequence activities to address the specific challenges and priorities of council and the community.
- Identify and manage the procurement of specialist expertise and resources required to meet specific recovery needs.
- Report regularly on progress to Council and ensure timely submission of QRA quarterly reports for compliance with state and federal government requirements.
- Ensure compliance with all regulatory and statutory requirements, including *Local Government Act 2009*, and any other relevant standards and regulations.
- Other reasonable duties as directed from time to time.

### **Skills and Knowledge**

- Strong technical expertise in project management, with a proven ability to lead large-scale disaster recovery projects in civil construction.
- Demonstrated experience negotiating and delivering positive outcomes with a broad range of stakeholders, including government agencies, contractors, and community members.
- Expertise in coordinating and managing consultant project managers and contractors to deliver high-quality recovery outcomes within specified timelines and budgets.
- High-level analytical, oral, and written communication skills, with strong negotiation and leadership capabilities.
- Advanced skills in report writing, policy development, and the use of project management and reporting systems, including database management and spreadsheets.
- Ability to thoroughly understand and apply the reporting and compliance requirements of Australian and Queensland Governments related to DRFA.
- Knowledge of relevant standards, statutory and regulatory requirements including the *Local Government Act 2009*, disaster recovery, construction, and geotechnical treatments, particularly for unsealed roads.

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C Class driver's licence
- Tertiary qualifications (Bachelor's degree or equivalent) in Civil Engineering, Project Management, Business, or a related field OR a minimum of 15 years' experience in civil construction or a related industry in a management capacity.
- Demonstrated recent experience managing DRFA programs, ideally in a regional area.
- Sound knowledge in disaster recovery design and construction, particularly related to unsealed roads and geotechnical treatments.

#### ***Desirable***

- Postgraduate qualifications in Civil Engineering, Project Management, or a related discipline.

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached. SCHEDULE S3

## WHS RESPONSIBILITY STATEMENT

### Workers

All employees have a legal obligation to comply with WHS legislation, Council’s WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council’s WH&S Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council’s property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox, team talks or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officer
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant to this position

I have read and understand the above position description and WHS Responsibility Statement S3					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	

Last updated: 21 October 2024



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