



CANDIDATE PACK

Advocacy Coordinator

Isaac Regional Council



CONTACT

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Leading Roles



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Isaac Regional Council acknowledges the Koinjmal, Widi, Birriah, Barada Kabalbara Yetimarala, Jangga, Barada Barna, Western Kangoulu and Wirdi Peoples as the Traditional Custodians of the lands and waters throughout the Isaac Region and their enduring cultural connection to country and community.

We pay our respects to the Elders past, present and emerging for they hold the stories, culture and traditions of Aboriginal and Torres Strait Islander Peoples.



The Role

Isaac Regional Council serves a vast and diverse area encompassing 58,000 square kilometers, featuring 120 kilometers of Great Barrier Reef coastline and extending over 400 kilometers inland to include a rich agricultural and grazing heritage.

The region is a global powerhouse, home to 27 coal mines producing premier metallurgical coal. The region's population of over 24,000 is spread across 17 unique communities, from small coastal villages like Clairview to key towns such as Moranbah, a central hub for resource activity. These communities are deeply interconnected with both agricultural and mining sectors, which form the backbone of Isaac's economy.

The Isaac region faces challenges shaped by global market dynamics, policy shifts and the ongoing energy transition. Local government professionals must navigate these evolving landscapes while delivering services and sustaining the region's development. Isaac Regional Council is deeply committed to building a culture of leadership and innovation, with a long-term vision to "energise the world."



The Department

The Advocacy and External Affairs department plays a critical role within the Isaac Regional Council, driving advocacy efforts and managing high-stakes relationships with various governmental bodies, industries and community stakeholders. The department's primary mission is to amplify the voices of Isaac's communities, ensuring their needs and aspirations are heard and represented at the highest levels of government and industry.

Working closely with the Office of the Mayor and the Chief Executive Officer (CEO), this department leads the Council's engagement with state and federal entities, influencing policies that impact the region's growth and sustainability. The department also acts as a central point of coordination for strategic communication, reputation management and advocacy campaigns designed to protect the region's interests and promote long-term prosperity.

The Role

The Advocacy Coordinator reports directly to the Executive Manager of Advocacy and External Affairs, playing a pivotal role in shaping and advancing the Council's advocacy agenda. The role involves managing a range of advocacy projects, coordinating external relations and providing strategic advice to the Mayor, CEO and broader Council executive team.

This high-impact position is essential in helping the Council navigate the complexities of government relations, policy development and community engagement. The Advocacy Coordinator is expected to influence key decision-makers, cultivate relationships with stakeholders and position the Isaac region as a leader in resource management, community sustainability and the clean energy transition.



Key Responsibilities

- **Leading Advocacy Projects:** The Coordinator will oversee the operationalisation of advocacy priorities, managing both internal and external projects. This includes advancing key legislative reviews such as the Strong and Sustainable Resource Communities Act and the Resource Act, addressing mining lease transfers, post-mine land use and other critical issues impacting the region.
- **Stakeholder Engagement:** A crucial element of the role is building and maintaining relationships with government departments, industry partners and community leaders. This involves facilitating meetings with ministerial offices and other stakeholders, ensuring the Council's positions are clearly communicated and understood. The Advocacy Coordinator will also support the Mayor in raising the region's profile and advancing its priorities at the state and federal levels.
- **Policy and Research Support:** Working closely with the Policy and Research Coordinator, the Advocacy Coordinator will contribute to identifying legislative gaps, developing policy proposals and crafting solutions that address both immediate and long-term challenges. This work includes policy development around post-mining land use and the transition to renewable energy, positioning the region as a leader in clean energy initiatives.
- **Campaign Management:** The role involves leading advocacy campaigns that align with the Council's long-term strategic goals. This includes preparing submissions to government, drafting strategic communication materials and coordinating the execution of advocacy initiatives to ensure they are delivered on time and within scope.
- **Government Relations and Influence:** The Advocacy Coordinator will play a significant role in managing government relations on behalf of the Mayor and executive team. They will be expected to have a deep understanding of government operations and be adept at influencing policy decisions through effective engagement with state and federal bodies.
- **Supporting Organisational Leadership:** The Advocacy Coordinator will also work closely with the Council's leadership team, providing guidance on advocacy efforts and contributing to the organisation's broader strategy. This role offers an opportunity to help shape the Council's approach to external relations and advocacy, ensuring the organisation remains agile and responsive to emerging challenges.



Key Skills and Competencies

The ideal candidate for the Advocacy Coordinator role will possess the following skills and competencies:

- **Political Acumen:** The candidate must have a strong understanding of the political landscape and the ability to navigate complex government processes. This includes the capacity to influence decision-makers and effectively advocate for the region’s interests at both state and federal levels.
- **Strategic Communication:** Excellent communication skills are essential, particularly in translating complex issues into clear, actionable messages for a range of audiences. The ability to craft compelling narratives that resonate with stakeholders is highly valued.
- **Relationship Building:** A proven track record in building and maintaining relationships with government officials, industry leaders and community representatives is crucial. The Advocacy Coordinator must be able to engage with diverse stakeholders and foster collaborative partnerships that support the Council’s advocacy goals.
- **Policy Development and Analysis:** The role requires strong analytical skills and the ability to contribute to policy development. The candidate should be able to identify policy gaps, propose solutions and drive legislative change that benefits the region.
- **Project Management:** The candidate must have experience in managing complex projects, ensuring they are delivered on time and within budget. This includes coordinating multiple initiatives simultaneously and tracking the outcomes of advocacy campaigns.
- **Adaptability and Innovation:** Given the evolving nature of the region’s challenges, the Advocacy Coordinator should be innovative and adaptable. The ability to think creatively and propose new approaches to advocacy is highly valued.

Qualifications and Experience

- **Mandatory:** A degree in public relations, political science, business or a related field is required, along with experience in government relations, policy development and advocacy. A current Australian driver's license is also mandatory for this role.
- **Desirable:** Additional qualifications in communications, marketing or other relevant fields would be beneficial.





Council Employee Benefits

The Isaac Regional Council employee benefits include:

- Base salary: Ranging from \$130,000 – \$150,000 per annum
- Super: Up to 14%
- Vehicle Allowance
- Allowances: Locality allowance, Housing allowance (or housing)
- Relocation assistance in line with Council policy
- Professional Association Membership up to \$500
- Private telephone expenses up to \$500
- Clothing / Uniform Allowance up to \$500
- Consideration of flexible working arrangements by negotiation
- Professional development and training opportunities
- Employee Study Assistance' scheme
- Free Employee Assistance Program for work or non-work-related matters



About Council

The estimated resident population is 20,940 spread across 17 unique communities. The Isaac local government area spans an area of approximately 58,000 square kilometres.

Located in Central Queensland, from the coast to the coalfields, Isaac is 1,000km north-west of Brisbane and 900km south of Cairns, with access to world class export infrastructure.

Isaac's Gross Regional Product was \$32.4 billion in 2022, growing 14.1% since 2021. Much of the region's economic output is attributable to the resource sector with Agriculture being the second largest contributor.

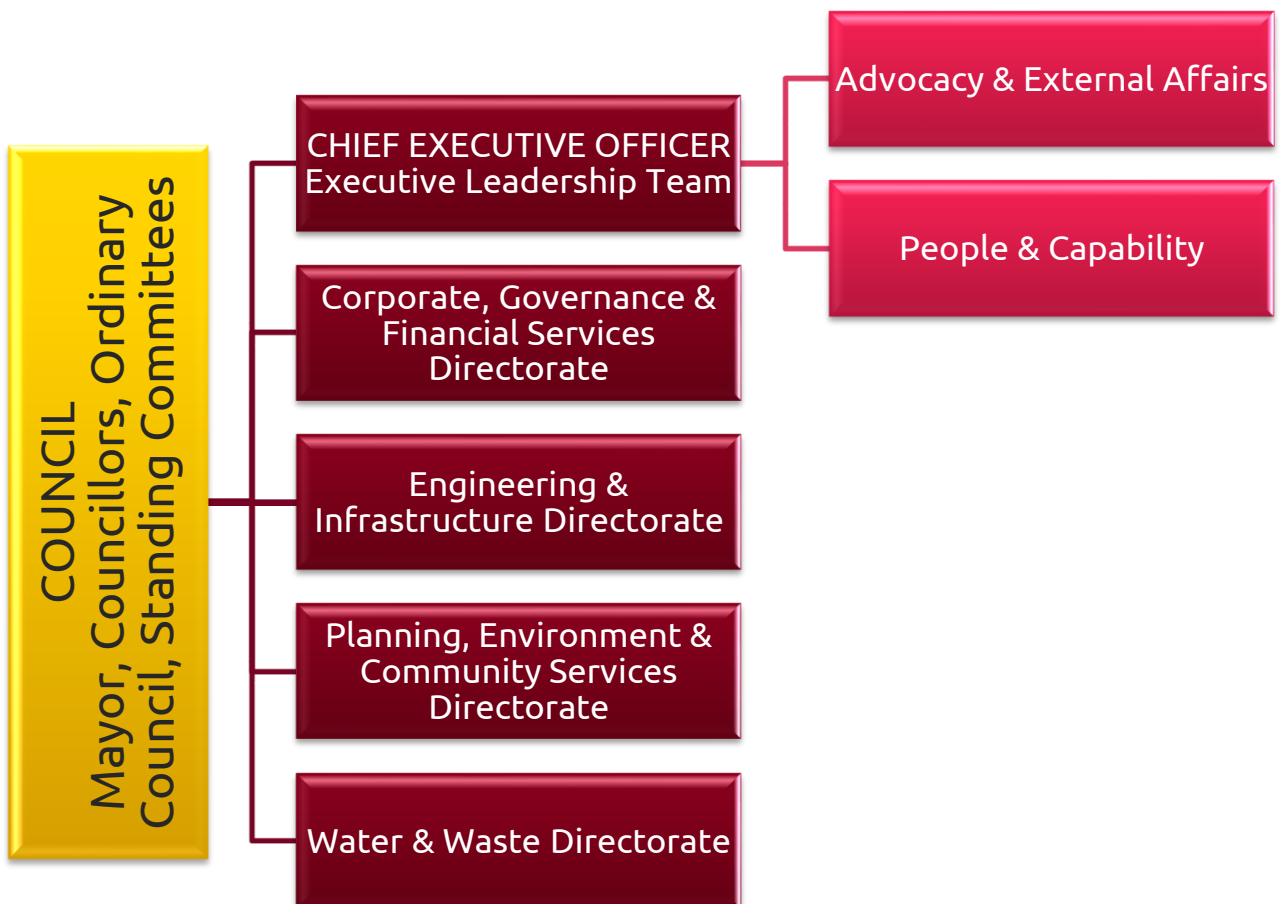
Tourism also features on the economic landscape with the Isaac coast and Clermont identified as an emerging tourism precinct for development in the Mackay Isaac Destination Tourism Plan. The coast also hosts commercial fishing and aquaculture operations while the hinterland houses the largest colony of Northern Hairy Nosed Wombats and Historic Goldfields.



Links to Council Information



Organisational Structure





Living in the Region

From picturesque coastal villages to modern mining towns, the Isaac region offers the best of coastal and country living. Covering an area of 58,862 square kilometres the Isaac region is home to more than 20,000 families, workers, retirees and sea/tree changers.

There are 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence and smaller villages of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.

Carmila

At the foot of the Connors Range on the Bruce Highway is Carmila, a cane growing district. Before cane farming, the Carmila Ranges was known to hold the most unique rainforest in the world. Today it nurses remnant pockets of rainforest abounding with plants and wildlife.

Clairview

Clairview is a popular fishing and crabbing beachside community. In 1997, the Great Barrier Reef Ministerial Council established Clairview as a Dugong Sanctuary. Isaac Regional Council is active in the management of marine areas for the protection of Dugongs and the continuation of Dugong habitat along the Isaac coastline.



Living in the Region

Clermont

Clermont is one of the most historic towns in northern Australia and has a colourful past filled with drama and laced with tragedy. Established in 1862, Clermont was the first inland settlement in the tropics, making it a frontier town in the truest sense of the word. Evidence from the days of gold-rushes, copper mines, timber getters, shearers, stock men and squatters can still be found in and around Clermont.

Coppabella

The name Coppabella is said to be an Aboriginal word from a New South Wales dialect meaning 'crossing place'. Coppabella is unique in the region for two reasons: the first, that it did not form around an existing pub, and secondly, that it was built entirely by a government department and passed to local government to administer. It is still a 'closed town' in that it lives and exists only because of the railway.

Dysart

Dysart is a friendly community with modern facilities, including an Olympic-sized pool and nine-hole golf course. Established in 1973, the town caters to the coal mines of Saraji and Saraji South as well as the many surrounding cattle and grain properties.



Living in the Region

Middlemount

Middlemount was established in the early 1980s, as a purpose-built coal mining town offering breathtaking panoramic views from the iconic Blue Mountain. It is a relaxed town with many services, facilities and plenty of parking.

Moranbah

Moranbah is often described as the hub of the Isaac Region, offering most services you will find in the bigger towns. The airport is the busiest regional airport in Australia, providing over 85 flights per week for charter and public passengers..

Nebo

The town of Nebo was officially known as Fort Cooper; however, in 1923 the name was changed by popular demand to Nebo, derived from Nebo Creek. In the early years Nebo township was strategically situated at the crossroads of the main south-to-north track and the east-to-west track now known as Peak Downs Highway. The popular annual Nebo Rodeo is Queensland's largest one-day rodeo event.

St Lawrence

The township of St Lawrence is one of the oldest towns on the east coast of Queensland. It was originally built to service the Customs Office for the Port of St Lawrence. One historical building still remaining from this time is the Council Office. The St Lawrence Wetlands is a significant wetlands and precious habitat for freshwater fish and abundant bird life.



Discover the Isaac Region



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 Isaac Regional 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. Isaac Regional 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 21 October 2024



Applications Close

- 5pm Tuesday 12 November 2024



Initial Assessment

- Week Commencing 11 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
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements of the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with the client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interview: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History & Right to Work Checks ◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year.

Angie Simmonds

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU



ATTACHMENT

Position Description



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



POSITION
DESCRIPTION

POSITION DESCRIPTION



POSITION TITLE	Advocacy Coordinator	CLASSIFICATION	M4 Contract
DIRECTORATE	Office of the Mayor & CEO	AWARD STREAM	M4 Contract
DEPARTMENT	Advocacy and External Affairs	REPORTS TO	Executive Manager Advocacy and External Affairs
POSITION NO.	13,010.00	LAST REVIEW DATE	August 2024

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² 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. DEPARTMENT SUMMARY:

The Advocacy and External Affairs department plays a crucial role in advancing the strategic interests of the Council by leading its advocacy efforts, managing key stakeholder relationships, and shaping public policy initiatives. This department is responsible for developing and executing comprehensive advocacy campaigns that align with the Council's long-term goals and ensure that the voices of the community are heard at all levels of government.

As a central hub for stakeholder engagement, the Advocacy and External Affairs department fosters positive and productive relationships with governmental bodies, industry partners, and community leaders. It provides expert advice and strategic guidance on policy matters, ensuring that the Council is well-positioned to influence decisions that impact the region's growth and sustainability.

The department also manages the Council's reputation by addressing complex political dynamics and navigating regulatory environments. Through strategic communication and targeted advocacy, the department aims to secure favourable outcomes for the community, driving investment and development that align with the Council's vision.

POSITION DESCRIPTION



In addition to its core functions, the Advocacy and External Affairs department supports the Office of the CEO by providing high-level research, analysis, and advisory services. The department is committed to fostering a high-performance culture, emphasising continuous improvement, innovation, and collaboration across all its activities

C. POSITION SUMMARY:

Reporting to the Executive Manager Advocacy and External Affairs, the Advocacy Coordinator is responsible for supporting the strategic advocacy efforts of the organisation by managing and coordinating key advocacy initiatives, fostering stakeholder relationships, and providing expertise in policy, communications, and government relations. The role plays a crucial part in advancing the organisation's advocacy agenda and securing favourable outcomes for the community by engaging with various governmental and non-governmental stakeholders. This position assists the Executive Manager Advocacy and External Affairs in the management of council relationships, advice and political matters for the Mayor and Chief Executive Officer and more broadly across the organisation. Further the role facilitates special project development across the Advocacy and External Affairs portfolio.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Coordinate and implement advocacy projects to support the organization's strategic objectives.
2. Coordinate the preparation of submissions and policy positions to state and federal governments on relevant issues.
3. Lead the development and execution of advocacy campaigns, including the preparation of strategic communication materials.
4. Manage and cultivate positive relationships with key stakeholders, including government officials, community leaders, and industry partners.
5. Provide high level, effective support in the engagement with Ministerial offices, government departments, and other relevant bodies to advance the organization's advocacy goals.
6. Facilitate and lead stakeholder meetings and ensure effective communication of the organization's positions and priorities.
7. Provide expert and informed advice in the development of policy positions and strategic communication plans.
8. Draft briefing papers, reports, and communication materials for internal and external audiences.
9. Monitor and analyse relevant political, legislative, and regulatory developments to inform the organization's advocacy strategies.
10. Coordinate the implementation of advocacy-related projects, ensuring they are delivered on time and within scope.
11. Coordinate tracking and reporting on the progress of advocacy initiatives, including outcomes and impacts.
12. Work closely with the Executive Manager Advocacy and External Affairs to deliver special projects and initiatives as required.

POSITION DESCRIPTION



13. Contribute to the organisation's reputation management by proactively addressing potential issues and advising on communication strategies.
14. Provide high level support in managing complex reputational issues by understanding stakeholder perspectives and political dynamics.
15. Work collaboratively with the broader Advocacy and External Affairs team to ensure alignment of advocacy efforts with organizational goals.
16. Support and guide the team in developing and maintaining a high-performance, continuous improvement, and customer-focused culture.

KEY COMPETENCIES:

Knowledge and skills

1. Effective high-level communication, interpersonal and negotiation skills, including the ability to interact effectively with representatives of the media, internal and external clients, senior executives, councillors and government agencies.
2. Demonstrated ability to monitor and analyse media and public relations activities as they relate to advocacy and government policy.
3. Demonstrated ability to develop and deliver effective communications and advocacy campaigns for government and/or business.
4. Understanding of government policy and decision making within Australia.

Experience

1. Demonstrated experience in managing stakeholder and government relations, with a focus on advocacy and policy development.
2. Proven ability to coordinate and deliver complex advocacy projects and initiatives.
3. Strong communication skills, including experience in preparing strategic communications, reports, and proposals.
4. Strong interpersonal and negotiation skills, with the ability to engage effectively with diverse stakeholders.
5. High-level research and analytical skills to support policy development and advocacy strategies.
6. Ability to manage multiple projects simultaneously and deliver results within tight deadlines.
7. Strategic thinking Experience in navigating government processes and networks to achieve desired outcomes.
8. and problem-solving skills, with a focus on achieving organizational objectives.

Qualifications

Mandatory:

- The role requires the possession of a current C Class Open Australian Drivers Licence.
- Degree in public relations, business, economics, political science or other relevant field.

Mandatory internal work instructions required for this role:

1. WI - Light Vehicle Operation CORP-WI-003

POSITION DESCRIPTION



2. WI - Refuelling Vehicles, Plant & Equipment CORP-WI-113
3. WI - Loading, Securing and Unloading Vehicles CORP-WI- 063
4. WI - Vehicle Plant & Equipment Appropriate Disinfecting & Cleaning CORP-WI-129
5. WI - Tag Out for Faulty Equipment, Plant or Vehicles CORP-WI-057
6. WI - Isolation and Tagging Out of Faulty Electrical Equipment CORP-WI-057

Desirable:

1. Tertiary qualifications in communications, marketing or other relevant qualifications.

17. 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



18. 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.

19. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, wellbeing, quality and environment are adhered to.
2. Take reasonable care for their own health and safety.
3. Ensure actions or omissions do not adversely affect the health, safety and wellbeing of others or the environment.
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.
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. Comply with the requirements of Councils health and wellbeing policy, including participation in medicals, obtaining vaccinations and maintaining a general level of fitness to work.
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

20. 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.

POSITION DESCRIPTION



2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - 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.

21. 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. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

22. 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		

POSITION DESCRIPTION



Isaac Regional Council

We're delivering in a changing world

 **OUR VISION**

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.

 **OUR GOAL**

To pursue long-term sustainable futures for Isaac's communities.

 **OUR VALUES**

COMMUNITY FOCUS 

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

TEAMWORK 

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

CARING 

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

POSITIVE WORK ETHIC 

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.