

## Principal Project Officer - Advocacy and Major Events

### Position Description

<b>Directorate</b>	Office of the CEO	<b>Department</b>	External Relations
<b>Reports To</b>	Advocacy Manager	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 8

### Position Purpose

This position sits within the major projects function of the Advocacy Branch and provides specialist project management expertise and strategic and policy advice, to provide/coordinate council-wide inputs to City of Moreton Bay's involvement in the Brisbane 2032 Olympic and Paralympic Games including event management support, infrastructure and long-term legacy planning.

This position will also focus on project managing key opportunities for the city, as it seeks to host lead-up events, with a particular focus on sporting events. It will also provide project management support for major projects, including liaison with internal and external stakeholders and is required to operate effectively in a politically sensitive environment.

Our advocacy agenda is focused on creating positive collaboration between all levels of government to unlock our city's potential. Our team seeks to bring challenges and opportunities to the attention of decision-makers through constructive engagement and collaboration. This ensures policy and investment decisions of other levels of government and other strategic partners deliver the greatest benefit to our city and support our community's vision for Moreton Bay.

### Key Responsibilities and Outcomes


As a Principal Project and Major Events Officer and member of the External Relations Department you will:

- Effectively manage the delivery of complex and multi-disciplinary proposals and projects across the council and with external partners to ensure strategic and business outcomes are met, including for Council's involvement in the Brisbane 2032 Olympic and Paralympic Games and major projects and events led by the Advocacy Branch. This includes acting as a project management and strategic specialist and providing guidance and support to key stakeholders, to progress major project initiatives focused on infrastructure, sporting events and legacy opportunities for the city.
- Lead projects and coordinate advocacy opportunities to ensure City of Moreton's Bay priorities for major events and projects are advanced to achieve effective legacy outcomes and enhance Council's reputation in delivering positive outcomes for the city.
- Develop and maintain effective networks and productive relationships, and undertake extensive internal and external engagement including political and industry engagement to deliver strategic outcomes for Council and the community.

- Provide expert advice and actively manage project, strategic and reputational issues by understanding differing stakeholder perspectives, complex and politically sensitive relationships, and providing support to achieve positive outcomes for Council.
  - Deliver a consistently high standard of stakeholder engagement, project management, written communication collateral including correspondence and briefing notes.
- Additional Information
- Ability to work occasionally outside normal working hours, including weekends as required.

**Our Values**

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.



Decision Making	
Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

- Knowledge & Experience**
- High-level experience and knowledge in the management and delivery of major strategic projects and complex proposals and coordination of inputs from diverse external and internal stakeholders.
  - Experience providing high level specialist strategic advice to key stakeholders.
  - Highly-developed analytical skills including experience in strategic long-term planning, policy and project proposals and undertaking research.
  - Knowledge of the complexities of working within political sensitive environments with multiple levels of government and external stakeholders.
  - Demonstrated experience negotiating positive major project and event outcomes, to deliver city-wide benefits.
  - Strong communication skills including demonstrated experience in preparing complex technical and strategic project management plans, reports and proposals and briefing papers, to meet the needs of a range of internal and external stakeholders and influence decision-makers.
  - Demonstrated ability to work in a team environment, communicating and motivating effectively at all levels of the organisation.
  - Experience in the planning of major events/sporting events/event management would be beneficial but not essential.

- Qualifications**
- Tertiary qualifications in a related discipline including project and stakeholder management (highly desirable), public policy, or strategic planning.
  - Current "C" Class Driver's Licence.

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*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*