

Position Description

Position Title:	Community Facilities Liaison Officer
Position Number:	CSP414
Department:	Community Services, Sport and Recreation
Reports To:	Supervisor Community Halls
Supervises:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The Community Services, Sport and Recreation Department aim to build connected, creative, healthy and active local communities and enhance the lifestyle that residents of the Moreton Bay Region enjoy. This is achieved through the provision of support to community organisations; delivery of activities for residents; provision of community meeting and activity spaces; development of policies and plans; provision of early education services from Birralee Child Care Centre; and participation in Council's response to, and recovery from disaster events. The Department employs approximately 81 positions and manages an annual operational budget of approximately \$13.3M.






Position Purpose

Provision of high-level administrative support in the day to day operations of Council-managed halls, as well as the provision of support to community organisations responsible for the management of community-managed halls.


Specific Accountabilities

Description
Organising and Operating
Provide high level administrative support and general assistance within the team, ensuring appropriate communication of any matters or emerging issues requiring attention.
Prepare training materials and resources including newsletters for community organisations and assist with training workshops and presentations.
Assist in the preparation, review and ongoing administration of management agreements between Council and community organisations operating community halls on Council's behalf.
Assist with the development and review of business processes and resources, including but not limited to correspondence, web content, work instructions, forms and customer service reference information.
Assist with budgeting and procurement processes; including liaising with suppliers, obtaining quotes, raising purchase orders, processing invoices and arranging supply of goods and services.
Assist with developing and maintaining the Council's corporate bookings system for Council-managed community halls.
Community Development and Stakeholder Relations
Assist community organisations responsible for the management of community halls to maintain strong governance, facility management and customer services practices.
Liaise with internal stakeholders and community organisations regarding scheduled capital works, risk assessment and hazard inspections, programmed and reactive maintenance, and reporting requirements.

OUR CORE VALUES

 RESPECT	 SERVICE	 INTEGRITY	 TEAMWORK	 SUSTAINABILITY
<p>We listen to people</p> <p>We treat people fairly and consistently</p> <p>We embrace diversity and opinions</p> <p>We treat others as we wish to be treated</p>	<p>We seek to understand the needs of those we serve</p> <p>We strive to exceed expectations</p> <p>We communicate clearly</p> <p>We take a positive approach</p> <p>We are proud to serve our community</p>	<p>We are ethical and honest</p> <p>We take responsibility for our actions</p> <p>We act within statute and law</p> <p>We take pride in the manner in which we perform our duties</p>	<p>We promote a friendly, supportive work environment</p> <p>We inspire and encourage innovation</p> <p>We develop and maintain relationships</p> <p>We work collaboratively with our community and external partners</p>	<p>We focus on the future</p> <p>We respect the environment</p> <p>We demonstrate leadership by example</p>

Council proudly upholds the following values in its daily operations with customers, external partners and staff



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Knowledge, Experience, Qualifications and Attributes

- Tertiary qualification in a relevant field.
- Demonstrated experience in a similar role or a role requiring a similar skill set.
- Well-developed time management skills with a demonstrated ability to manage competing priorities and deadlines.
- Proficiency with the Microsoft Office suite of programs and the ability to develop proficiency with Council's corporate systems.
- Well-developed written and interpersonal communication skills.
- Experience working with non-profit community organisations.
- Current C class driver's licence.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____