**Graduate Officer**

**Position Description**

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| **Group** | City Futures and City Operations | **Department** | Various departments across the Groups |
| **Reports To** | Rotation Leader | **Direct Reports** | No |
| **Queensland Local Government Industry Award - State 2017 -Stream** | Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services | **Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level** | Schedule 1, Level 3 - 4 (Graduate Progression) |
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| **Position Purpose** | | | |
| This position will provide routine technical advice and undertake allocated department and project activities to meet the needs of the organisation and the community within the City of Moreton Bay area. | | | |
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| **Key Responsibilities and Outcomes** | | | |
| As a Graduate Officer you will:   * Provide routine technical advice on low complexity queries * Interpret, collate, prepare and draft technical and specialist advice and reports. * Undertake research and analysis to inform and conduct detailed investigation and studies. * Develop and define project scope, purpose, need and options using an evidence-based approach to support recommendations. * Draft, prepare and review documentation including meeting of procurement requirements, correspondence, briefing and presentation materials, memorandums and reports. * Identify, review, interpret and apply strategies, policies, regulation and standards when and where relevant to ensure that projects/planning align and consistent with Council’s strategic direction and objectives and accurately inform future stages within the project or planning lifecycle. * Initiate and engage (as and when required) directly with stakeholders and develop positive relationships including with members of the community, other government authorities and agencies, consultants and contractors, plus internally with colleagues including those across different teams/functions within Council. * Contribute to a positive team environment in order to achieve a high performance, continuous improvement and learning, and customer focused culture. | | | |

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| **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 in this role  City of Moreton Bay values image highlighting our five values of Service, Teamwork, Integrity, Respect and Sustainability. | |
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| **Decision Making** | |
| *Budget* | N/A |
| *Delegations* | Delegations under the Local Government Act 2009 and as directed and published in Council’s Delegation Register |
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| **Knowledge & Experience** | |
| * Sound knowledge of relevant discipline practice. * Demonstrated ability to research moderately complex queries. * Demonstrated ability to plan and prioritise own work. * Demonstrated knowledge of multiple aspects of the relevant discipline functions undertaken by Council. * Basic computing skills. * Interpersonal and communication skills (both oral and written) to enable effective communication with Council’s clients (including members of the public) and Council employees. * Sound knowledge and understanding of engineering legislation standards, guidelines and practices. | |
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| **Qualifications** | |
| * Bachelor’s Degree in relevant discipline * Current “C” Class Driver’s Licence. * Construction Induction Card (While Card) | |
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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.* | |