

## Community Halls Liaison Officer

### Position Description

<b>Directorate</b>	Community and Environmental Services	<b>Department</b>	Cultural Services
<b>Reports To</b>	Team Leader Community Halls	<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 3

### Position Purpose

This position is a key contact for undertaking a range of functions associated with the management and operations of Council's broad suite of Community Halls and works closely with community organisations to build sustainable organisational capacity.

### Key Responsibilities and Outcomes

As a Community Halls Liaison Officer you will:

- Act as a key point of contact for all day to day operational matters in relation to Council's suite of Community Halls.
- Contribute to the design and delivery of training and resources in order to build the capacity of community organisations.
- Design and deliver initiatives that activate Council's network of Community Halls in response to identified community needs.
- Undertake schedule and unscheduled assessment and review of Community Hall's and associated management agreements.
- Identify and implement a range of business process review/improvements in order to achieve quality service outcomes.
- Identify and resolve day to day business delivery requirements across Council's suite of Community Halls.
- Undertake a range of activities in order to build solid relationships with a range of internal and external stakeholders to increase service delivery outputs.

## 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. *Team member: As a team member you will take individual accountability for demonstrating the values expectations and behaviours.*

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

## 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

- Sound level of experience in the management and operations of community facilities.
- Sound level of experience working with community organisations and demonstrated skills in the design and delivery of organisational capacity building activities.
- Well-developed communication skills, including presentation, written and verbal skills when working with a diverse suite of stakeholders.
- Sound level of skills in assessing a range of performance outcomes/outputs in relation to the deliverables of this position.
- Sound level of experience in identifying position relevant business improvement opportunities.

## Qualifications

- Current "C" Class Driver's Licence.

*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.*