

Senior Advocacy and Major Projects Officer

Position Description

Directorate	Office of the CEO	Department	External Relations
Reports To	Principal Advocacy and Major Projects Advisor	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 7

Position Purpose

This position provides specialist technical and strategic advice and is responsible for the delivery of complex advocacy proposals and projects in a politically sensitive environment, to support Council's advocacy agenda and the strategic interests of City of Moreton Bay. This role will involve working closely with internal and external stakeholders.

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 Senior Advocacy and Major Projects 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. This includes acting as a technical specialist and providing strategic guidance and support to key stakeholders, to progress Council's advocacy agenda including major project and funding initiatives.
- Lead advocacy opportunities for investment and funding to state and federal governments, as well as other sources, through extensive internal and external engagement including political and industry engagement. Activities relate to budget submissions, election asks and grant applications, amongst other priorities.
- Develop and implement strategic, tactical and operational projects plans, and initiatives that enhance Council's reputation and deliver positive investment and advocacy outcomes for the region, especially as they relate to infrastructure and major projects.
- Provide advice and actively manage strategic and reputational issues by understanding differing stakeholder perspectives, complex and politically sensitive relationships, and providing support to achieve positive outcomes for Council.

- Undertake research and prepare briefing notes on relevant policy and advocacy program opportunities and issues.
- Develop effective networks and actively engage and ensure positive and productive relationships within Council, with relevant external organisations, government agencies and community representatives to progress Council's advocacy agenda.
- Maintain a consistently high stakeholder engagement, project management, written communication, collateral and reporting standard.

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.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	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 delivery of complex proposals and major projects and in coordinating projects and funding initiatives with government, industry and community partners
- Experience providing high level specialist technical and strategic advocacy advice to key stakeholders in a politically sensitive environment.
- Experience in policy research, with highly-developed analytical skills.
- Knowledge of political, parliamentary and legislative processes at federal, state and local levels of government.
- Demonstrated experience negotiating positive policy, major project, reputation and funding outcomes and maintaining effective stakeholder relationships.
- Strong communication skills including demonstrated experience in preparing complex technical and strategic reports and proposals, project plans 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 road and transport projects or other major infrastructure projects would be beneficial but not essential.

Qualifications

- Bachelor degree in a related discipline.
- 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.