

## Senior Advocacy and Government Relations Officer

<b>Division</b>	CEO Office	<b>Department</b>	External Relations
<b>Reports To</b>	Principal Advocacy and Government Relations Advisor	<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 7

### Position Purpose

The Senior Advocacy and Government Relations Officer will provide support and expertise in managing and delivering government relations, stakeholder engagement and advocacy to assist the Principal Advocacy and Government Relations Advisor and Advocacy Team in achieving Council's advocacy agenda and strategic interests. This role will involve working closely with internal and external stakeholders, coordinating projects and initiatives, and providing support on complex reputational issues.

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.

### Responsibilities & Outcomes

As a Senior Advocacy and Government Relations Officer and member of the External Relations department you will be responsible for the following:

- Effectively manage and deliver advocacy projects and initiatives to ensure strategic and business outcomes are met.
- Lead or provide key inputs to the preparation of submissions to State and Federal Governments on relevant policy and program issues.
- Develop, implement and evaluate strategic, tactical, and operational programs, projects, and initiatives that enhance Council's reputation and deliver positive investment and advocacy outcomes for the city.
- Manage complex reputational issues, understanding stakeholder perspectives, and navigate complex political relationships to achieve positive outcomes for Council.
- Undertake research and prepare briefing notes on relevant policy and advocacy program issues.
- Coordinate advocacy initiatives including seeking opportunities for investment including through preparing funding applications to state and federal governments, with political, departmental and industry engagement undertaken.
- Maintain a consistently high stakeholder engagement standard, strategic project management, written communication, collateral, and reporting.

- Develop effective networks and actively engage and ensure positive and productive relationships with Council colleagues, Councillors, State and Federal members, government departments, and key stakeholders to deliver strategic outcomes for Council and the community.

#### 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 in this role and enable my team members to do the same.



### **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**

To be successful in this role, you should have:

- Experience and knowledge in government processes including political, parliamentary and legislative processes at federal, state and local levels of government.
- High level relationship management skills, with the ability to negotiate positive policy, reputation and funding outcomes.
- Experience in delivering complex proposals and projects, in conjunction with multiple internal and external stakeholders to achieve desired outcomes.
- Experience in providing high level specialist advice and supporting others with complex advocacy issues, in a politically sensitive environment
- Strong communication skills, including the preparation of briefing papers to meet the needs of a range of internal and external stakeholders.
- Demonstrated ability to work in a team environment, communicating and motivating effectively at all levels of the organisation.

### **Qualifications**

- Current "C" Class Driver's Licence.
- Bachelor degree in a related discipline.

*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.*