

## Community Engagement Specialist

### Position Description

<b>Directorate</b>	Finance and Corporate Services	<b>Department</b>	Community Engagement
<b>Reports To</b>	Manager Community Engagement	<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 6

#### Position Purpose

With limited direction and some advice from senior Community Engagement team members, this position will plan and deliver high quality engagement for moderately complex projects to inform Council planning and decision-making

#### Key Responsibilities and Outcomes

With limited direction and some advice from senior Community Engagement team members, this position will plan and deliver high quality engagement for moderately complex projects to inform Council planning and decision-making:

- Source the best available data, research and knowledge to inform stakeholder engagement planning
- Work with teams from across Council to develop and gain approval for community engagement plans that are collaborative, inclusive, transparent, timely, responsive and measurable for moderately complex projects that require some advanced tools and tactics
- Support senior team members to plan and deliver engagement for more complex projects.
- Deliver planned community engagement activities with flexibility to adapt if the operating environment changes
- Produce high-quality written materials, in traditional and digital mediums, to support engagement
- Maintain Council's Your Say Moreton Bay website and stakeholder engagement record keeping systems
- Coordinate logistics for community engagement events and activities
- Participate in community engagement events, such as manning community pop-ups and facilitating table activities at workshops
- Comprehensively monitor, evaluate and report engagement outcomes
- Build and sustain positive and productive working relationships with internal and external stakeholders
- Participating in systems, policy and process improvement to enhance service delivery.

#### 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.

**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

- A sound knowledge of and demonstrated experience in research to inform community engagement planning, and how to use engagement to research and understand community views
- Demonstrated project management skills with proven ability to work simultaneously on multiple projects with limited direction to meet competing deadlines and adapt in a rapidly changing environment
- High-level written and verbal communication skills with the ability to develop high quality content (both traditional and digital) to meet a range of audiences' needs
- Experience in building relationships and working collaboratively with a range of internal and external stakeholders
- Ability to work occasionally outside normal working hours, including weekends as required.
- Willingness to exchange knowledge and constructive feedback with team members, and contribute to a positive and support workplace culture.

### Qualifications

- Tertiary qualifications in Communications, Community Engagement or a related discipline
- Driver's licence (C class)

*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.*