

Community Facilities Planning Support Officer

Position Description

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| Directorate | Community and Environmental Services | Department | Community Services, Sport and Recreation |
| Reports To | Community Facilities Planning Coordinator | 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 |

Position Purpose

This position is responsible for providing business and project support for Council's Community Facilities Planning Branch, including Community Facilities Planning, Access and Inclusion, and Aboriginal Cultural Heritage.

Key Responsibilities and Outcomes

As a Community Facilities Planning Support Officer, you will:

- Develop, review and maintain processes, templates and resources for the team, with emphasis on service improvement, workload tracking and delivery.
- Assess, review and provide responses to internal information and project referral requests.
- Research and prepare documentation as required, including briefing notes, Council reports, presentations and other business documentation as required.
- Provide project support, including coordination and maintenance of project registers, event logistics and coordination, and procurement processes, including liaising with suppliers, obtaining quotes, raising purchase orders, processing invoices, and budget monitoring.
- Provide support across a range of responsibilities within the Community Facilities Planning Branch, including email triage, processing of incoming and outgoing communications ensuring all correspondence is managed professionally, timeframes met, and follow-up actions are completed.
- Develop and maintain strong working relationships with internal and external stakeholders.

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

Budget

N/A

Delegations

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Demonstrated proficiency in the Microsoft Office Suite, particularly Excel, with experience in advanced functions, data analysis, and spreadsheet management.
- Experience with financial management systems, including raising and processing invoices.
- Ability to identify process improvement and develop effective resources and templates.
- Experience in the preparation of high-quality documentation.
- Highly organised with strong attention to detail.
- Well-developed time management skills to achieve efficiency and effectiveness in managing the workload, priorities, and meeting deadlines.
- Well-developed communication skills with a strong focus on quality customer service and building relationships with a diverse suite of stakeholders to navigate complex and sensitive interactions to deliver quality service outcomes.

Qualifications

- Tertiary qualification in relevant field and/or experience in business administration and systems management would be highly regarded.
- 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.