

## A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

### Community Engagement Officer

<b>Division</b>	Finance and Corporate Services	<b>Department</b>	Community Engagement
<b>Reports To</b>	Manager Community Engagement	<b>Direct Reports</b>	No

### Position Purpose

This position will assist the Community Engagement team to deliver a full and fast paced program of community consultations. Providing the opportunity for career progression, this position will receive guidance from the senior leaders of the team in engaging community, delivering consultation events and strategies, developing digital programs and other collateral, and assisting in providing evaluation.

### Key Responsibilities and Outcomes

#### Operational

As a Community Engagement Officer and member of Community Engagement Department you will:

- Assist in the facilitation of frontline stakeholder engagement and consultation activities to support the engagement program.
- Produce high quality written materials in both traditional and digital mediums in support of the engagement program.
- Build and sustain positive and productive working relationships with internal and external stakeholders.
- Provide high-level administrative support, including the organisation of a program of community consultations and the collection and maintenance of community related data.

#### Values

At Moreton Bay Regional Council 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. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

### Decision Making

**Budget** - Nil

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

### Knowledge & Experience

- Demonstrated previous experience in a similar role or role requiring a similar skill set.
- Demonstrated experience in developing key messages and collateral.
- Demonstrated experience in developing and producing high quality written materials - both traditional and digital.
- Excellent presentation and communication skills, both written and verbal, to engage constructively with key stakeholders.
- High-level administrative and time management skills.
- Ability to work occasionally outside normal working hours, including weekends as required.

### Qualifications

- Tertiary qualifications in Communications or a related discipline or demonstrated equivalent experience in lieu of qualification.
- Driver's licence (C class).



SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

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*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 employees to perform other duties at their discretion.*