



This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

Disaster Resilience Officer (2 Years Fixed Term)

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

DEPARTMENT: Corporate and Communities

APPLICATIONS CLOSE: Friday 16 May 2025

Your application must consist of the following information: -

CHECKLIST

- ☒ **Cover Sheet**
- ☒ **Covering Letter addressing the three main elements under the selection criteria:**
 - ~ Qualifications
 - ~ Knowledge, Skills and Expertise
 - ~ People Oriented Skills and Attributes
- ☒ **Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council
People and Culture
PO Box 723
Mossman QLD 4873**

recruitment@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

Disaster Resilience Officer (2 Years Fixed Term)

Position Number: 808

Closing Date: Friday 16 May 2025

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council will require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

<u>POSITION:</u>	Disaster Resilience Officer (Fixed Term)
<u>LOCATION:</u>	Mossman Administration Building
<u>CLASSIFICATION:</u>	Level 6
<u>SALARY:</u>	Salary Ranging from \$101,470.93 to \$108,009.90 per annum. Level on appointment will be dependent upon demonstrated competencies and experience.
<u>AWARD:</u>	Queensland Local Government Industry (Stream A) Award – State 2017.
<u>LEAVE:</u>	Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
<u>SUPERANNUATION:</u>	Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.
<u>APPLICATIONS:</u>	<p>Applications can be submitted by:</p> <p>Addressed to: Private and Confidential Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873</p> <p>or</p> <p>recruitment@douglas.qld.gov.au</p>
<u>CLOSING DATE:</u>	Friday 16 May 2025

Position Applied for: Disaster Resilience Officer (2 Years Fixed Term)

Position Number 808

Mr ☐Mrs ☐Ms ☐Miss ☐

Date: _____

Given Names: _____

Family Name: _____

Preferred Name: _____

Postal Address:

Home Address:

Telephone Numbers:

Home: _____

Work: _____

Mobile: _____

Preferred Contact Number:

Email: _____

Have you previously worked for Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Are you a current employee of Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Current Employees must complete:

Employee No:

Classification Level:

Position Title:

Department:

Supervisor:

Are you currently being represented by an external recruitment agency?

☐ No ☐ Yes

Name of Agency:

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)

☐ Douglas Shire Council website☐ Douglas Shire Council Facebook☐ Douglas Shire Council LinkedIn☐ On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au):

This section is Optional: Do you identify with any of the following groups? (Please tick)

☐ Aboriginal / Torres Strait Islander☐ Disability☐ English as Second Language

Applicant Consent Details (Please Tick):

☐ I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

Applicants Signature:

POSITION DESCRIPTION

Position Title:	Disaster Resilience Officer (Fixed Term)
Position Number:	808
Department:	Corporate and Communities
Unit:	Disaster Management
Team:	Disaster Management
Reports To:	Recovery Project Manager
Award Classification:	Level 6 Queensland Local Government Industry Award (Stream A) - State 2017 and applicable Division(s)
Hours:	Nominal 72.50 hours, nine (9) days per fortnight as per agreement.
Fixed Term:	Two (2) Years
Pre-placement Medical:	Yes
National Police History Check:	Yes
Date Developed:	April 2025
Date Reviewed:	April 2025

Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.



Honesty



Trust



Fairness



Teamwork

Position Objectives

The Disaster Resilience Officer primary objectives will be to:

- Play a key role in strengthening community resilience by fostering engagement, supporting long-term resilience initiatives, and enhancing community capacity to navigate disaster impacts.

- Work within a community development framework, building and strengthening collaborative partnerships between Council, emergency services and local stakeholders through the recovery efforts of the North Queensland Resilience Funding Program, ensuring initiatives are community-led recovery and contribute to disaster risk reduction within the Douglas Shire.

Organisational Relationships

Position Reports to:	Recovery Project Manager
Position Supervises:	Nil
Internal Relationships:	The Disaster Resilience Officer works within the Corporate and Community Department and within the Disaster Management Unit and will work across the organisation to support the delivery of the North Queensland Resilience Funding Program.
External Relationships:	Federal and State Government Departments and Agencies, Queensland Reconstruction Agency, NEMA, QPS, QFRS, IGEM, local government representatives and regulatory bodies, community organisations and members of the public.

Qualifications and Experience

Essential:

Qualifications

- Relevant tertiary qualifications and/or equivalent experience in disaster management, community development, health and humanities or related field.
- Current Queensland "C" Class drivers Licence.

Knowledge, Skills & Expertise

- Demonstrated achievement in project/program management, including developing, implementing, monitoring, and evaluating projects/programs.
- Sound knowledge of the Queensland Disaster Management Arrangements (QDMA) or relevant experience in another jurisdiction.
- Demonstrated high level research, analytical and written communication skills to produce comprehensive briefings, reports, submissions and funding proposals.
- Significant achievement in building effective internal and external relationships.
- Demonstrated high level interpersonal, communication and conflict resolution skills.
- Highly developed organisational, time management and prioritisation skills, with a proven track record of working effectively under pressure to meet strict deadlines.

People Oriented Skills & Attributes

- Ability to foster a collaborative positive work environment.
- Ability to engage with disaster affected individuals and communities with empathy, sensitivity and cultural awareness.

Desirable:Knowledge, Skills & Expertise

- Experience in delivering Psychosocial support.
- Experience in applying trauma-informed approaches to individuals, communities and organisations.
- Experience and knowledge working in Local Disaster Coordination Centres and working with Incident Management Teams.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Coordinate the project management of the North Queensland Resilience Funding Program.
- Support the development and implementation of disaster preparedness and recovery initiatives that empower communities.
- Supporting disaster recovery planning, monitoring, and reporting.
- Strengthening community-led recovery efforts by facilitating partnerships and linkages with emergency services and support agencies.
- Promote community-driven practices that enhance resilience, social cohesion, and capacity-building.
- Represent Council's interests' meetings and forums.
- Perform as a key member of the Douglas Recovery and Resilience Group.
- Relieve the Local Recovery Resilience Coordinator as requested.
- Perform as a key member of the Douglas Incident Management Team when required.
- Must ensure availability during the cyclone season: November to April, inclusive of Christmas and Easter period.

Performance Indicators

It is expected the incumbent will:

- Be timely and thorough in completing prioritised tasks.
- Ensure a high standard of work in carrying out allocated tasks.
- Produce a consistently high standard of work, demonstrating the ability to set priorities and organise duties to meet agreed timeframes.
- Participation in regular team meetings and contribution to team objectives.
- Demonstrate growth in community-led recovery activities across Dougals Shire.
- Improved community sentiment.