



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 positions:-

Disaster Project Officer (Fixed Term August 2025 – June 2027)

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 15 August 2025

Your application must consist of the following information: -

CHECKLIST

- ☒ **Cover Sheet** - *Please tick which area you are applying for – you can apply for one or both*
- ☒ **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 Projects Officer (Fixed Term August 2025 – June 2027)

Closing Date: Friday 15 August 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>POSITIONS:</u>	Disaster Project Officer
<u>LOCATION:</u>	Mossman Disaster Management Office
<u>CLASSIFICATION:</u>	Level 6
<u>SALARY:</u>	Salary range \$105,529.76 - \$112,330.29 per annum.
<u>HOURS OF DUTY:</u>	Nominal 72.5 hours per fortnight, nine (9) day fortnight as per agreement.
<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 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 15 August 2025

Position Applied for: Disaster Project Officer

Position Number: 809

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 Project Officer
Position Number:	809
Department:	Corporate and Communities
Unit:	Disaster Management Unit
Team:	Disaster Management Unit
Reports To:	Manager Disaster Management Unit
Award Classification:	Level 6 Queensland Local Government Industry Award (Stream A) - State 2017 and applicable Division(s)
Hours:	Nominal 72.5 hours per fortnight, nine (9) day fortnight as per agreement
Fixed Term:	August 2025 – June 2027
Pre-placement Medical:	Yes
National Police History Check:	Yes
Date Developed:	July 2025
Date Reviewed:	July 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.

Adapt	Integrity
Respect	Teamwork
Community Care & Support	

Position Objectives

The purpose and function of the position is to:

- Support the Disaster Management Unit in delivering well-planned, high-quality projects across the four pillars of disaster management – prevention, preparedness, response and recovery.
- Assist with the coordination, development, and administration of disaster-related projects, including preparing documentation for delivery by other departments, such as capital works, tracking timelines, monitoring of budgets and research.

- Work closely with the Disaster Resilience Officer coordinating stakeholder communications, collaboration between internal departments, external agencies, community organisations, and funding bodies to ensure project objectives are met and delivered in line with funding agreements and community expectations.

Organisational Relationships

Position Reports to:	Manager Disaster Management Unit
Position Supervises:	Contractors and consultants as required.
Internal Relationships:	The Disaster Project Officer works within the Corporate and Community Department and within the Disaster Management Unit and will work across the organisation in the planning and coordination of disaster management related projects.
External Relationships:	Federal and State Government Departments and Agencies, Queensland Reconstruction Authority, local government representatives, and members of the public.

Qualifications and Experience

Essential:

Qualifications

- Current Queensland Drivers Licence.
- Diploma/Certificate IV in Project Management or relevant qualifications and/or experience to undertake role.
- Demonstrated ability to use initiative to resolve complex tasks with the capabilities to co-ordinate timely responses.

Knowledge, Skills & Expertise

- Demonstrated achievement in project management, including developing, implementing, monitoring, and evaluating projects.
- High level written and verbal communication, interpersonal, negotiation and conflict resolution skills to deliver quality service to internal and external customers.
- Proven experience in interpreting legislation, policies and documented procedures.
- Demonstrated ability to work independently and collaboratively, within and across teams to achieve agreed outcomes.
- Excellent time management and organisational skills with proven ability to determine priorities and meet deadlines.
- Demonstrated ability to exercise sound judgement and identify improvement opportunities and any associated risks.
- Well-developed understanding of the importance of work health and safety in managing contracts and contractors and the ability to effectively apply this.
- Proven ability to support the DMU in a discrete, and politically aware manner whilst maintaining confidentiality.

- Attention to detail, proficient in using Microsoft Software programs and other software applications.
- Sound knowledge of Queensland Disaster Management Arrangements and the Disaster Recovery Funding Arrangements.

People Oriented Skills & Attributes

- Demonstrated commitment to being a team member that supports, motivates and participates in team discussions to achieve group goals.
- A high level of communication and interpersonal skills with the ability to interact and build relationships with a broad range of internal and external stakeholders.

Desirable:

Knowledge, Skills & Expertise

- Experience in local government procurement.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Coordinate the scoping, planning development, and implementation of identified projects.
- Preparing project handover documents for delivery of projects by other departments.
- Coordinating project activities and ensuring that they are completed on time and within budget.
- Preparing procurement documentation based on Council's standard FNQROC templates and technical input provided by subject matter experts from Council or Council consultants.
- Coordinating Requests for Quotation (RFQs), tender planning and development, advertising, and management of the procurement process via VendorPanel, Local Buy or Council's Register of Preferred Suppliers (RoPs) in compliance with Council's Procurement Policy.
- Assisting in the management of the evaluation of offers, including undertaking due diligence and compliance enquiries.
- In conjunction with Council's technical experts, completing, compiling and issuing contracts using Council's standard FNQROC templates.
- Facilitating contract execution and administration, where required.
- Ensuring all procurement activities are consistent with Douglas Shire Council's Procurement Policy and legislative requirements.
- Facilitating team meetings and ensuring there is effective communication between team members including stakeholders, contractors and consultants.
- Preparing project progress reports and briefs for Council's Senior/Executive Leadership Team, Council workshops and reports to Ordinary meetings of Council and funding bodies.
- Compilation of meeting agendas and minutes for Project Control Group (PCG) meetings and other meetings as required.
- Participate in disaster exercises as required including record keeping and the debrief process.
- Communicate effectively with departmental personnel, clients and the general community regarding disaster management projects.
- Managing work processes and set priorities to meet deadlines.
- Ensuring all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

- As part of the duties associated with this position, the incumbent may be requested to assist Council in responding to or planning for an emergency affecting the operation of Council and/or the wellbeing of the community. This may involve temporarily working in a different work location within the Shire and/or in another role. The priorities of Council shift during emergencies, and as a result, staff may find themselves engaged in work activities that differ from the key responsibility areas that are outlined in their Position Descriptions.

Performance Indicators

It is expected that the incumbent will:

- Deliver exemplary project management support to the MDMU and the DMU ensuring projects are delivered on time and within budget.
- Compile and maintain documentation and records for all projects undertaken.
- Provide excellent customer service to both internal and external stakeholders.
- Show a consistently high standard of work, demonstrating the ability to set priorities and organise duties to meet agreed timeframes.
- Actively participate to achieve effective and efficient team performance.
- Contribute to a work environment based on Council's values and guiding principles.