



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:-

Administration Officer – Community Services (Maximum Term 12 Months)

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 3 October 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**

Administration Officer – Community Services (Maximum Term 12 Months)

Closing Date: Friday 3 October 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>	Administration Officer – Community Services
<u>LOCATION:</u>	Mossman Administration Building
<u>POSITION STATUS:</u>	Full-time on a temporary basis for up to a maximum period of twelve (12) months
<u>CLASSIFICATION:</u>	Level 2
<u>SALARY:</u>	Salary range of \$73,326.65 - \$79,693.31 per annum
<u>HOURS OF DUTY:</u>	Nominal 72.50 hours per fortnight, nine (9) day fortnight as per agreement.
<u>AWARD:</u>	Queensland Local Government Industry (Stream A) Award – State 2017 and applicable division(s).
<u>LEAVE:</u>	Five (5) weeks annual leave and up to 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.
<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 3 October 2025

Position Applied for: Administration Officer – Community Services

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:	Administration Officer – Community Services (Maximum Term 12 Months)
Department:	Corporate and Communities
Unit:	Community Services
Reports To:	Manager Community Services
Award Classification:	Level 2 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.
Pre-placement Medical:	Yes
National Police History Check:	Yes
Date Developed:	August 2025
Date Reviewed:	September 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:

- Provide high quality administrative support to the Community Services department.
- Contribute to the efficiency of the Community Services department to ensure operational goals, administrative functions and objectives are achieved.

Organisational Relationships

Position Reports to:	Manager Community Services
Position Supervises:	Nil
Internal Relationships:	The Administration Officer – Community Services works within the Community Services Department and directly with the Community and Economic Development, Property and Frontline Services teams.
External Relationships:	The Administration Officer – Community Services works with the government peers and leaders, local government representatives, and members of the public.

Qualifications and Experience

Essential:

Qualifications

- Current Queensland Driver's Licence.
- Possession of a Working with Children Check (blue card check) or ability to acquire.
- Secondary education to at least year 10 and preferably year 12.

Knowledge, Skills & Expertise

- Demonstrated ability with appropriate computer software, particularly in the Microsoft Office suite of programs.
- Attention to detail and proven ability to undertake tasks and duties in a logical and objective manner.

People Oriented Skills & Attributes

- A strong customer service focus, with an ability to interact well with other staff and members of the public.
- Ability to follow instructions and a willingness to accept and carry out delegated tasks.
- Sound written and oral communication skills.
- Demonstrated experience in working effectively within a team environment.

Desirable:

Knowledge, Skills & Expertise

- Certificate II or III in Business Administration.
- Knowledge of the role and responsibilities of Local Government.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Provide excellent customer service and actively work to solve customer problems.
- Varied administrative functions to support the Manager Community Services, and the Community Services department, to achieve its operational goals and objectives.
- Provide administrative support to the Human and Social and Economic Recovery Sub-groups.

- In accordance with established procedures, undertake record keeping and information management.
- Undertake specified relieving duties of other positions within the Community Services team on an “as required” basis.
- Contribute to a safe and healthy work environment and ensure all incidents are recorded in Council’s record keeping requirements.
- Other duties, as required that are reasonably directed.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

Performance Indicators

Performance indicators will be:

- Commitment to the provision of excellent customer service.
- Demonstrated ability to interpret instructions and a positive attitude to working effectively and cooperatively in a team.
- Demonstrated time management skills, including workload management and personal organisation.
- Work produced is of a consistently high standard and within identified timeframes.
- Compliance and support for policies and procedures of the organisation.