

Position Title:	Principal, Advocacy and Community Development
Position Number:	40230
Team:	Communities
Division:	Corporate and Community Services
Reporting To:	Manager, Communication and Engagement
Direct Reports:	3
Industrial Instruments:	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
Level:	7

THE ROLE

The Principal, Advocacy and Community Development will lead the Communities team to deliver the Council's advocacy and community development programs with the goals of strengthening community resilience and wellbeing, fostering accessibility and inclusion, and empowering the community to drive positive change.

The Principal is accountable under broad strategic direction to skillfully apply their expertise to undertake the following key activities.


- Develop, deliver and evaluate key strategies focused on Council's advocacy, community development, and community safety.
- Facilitate community research and internal and external stakeholder consultation and implement actions that address key findings.
- Develop and provide policy advice to the Mayor, Council leadership, and colleagues.
- Develop, deliver and evaluate initiatives that help to make the Cassowary Coast the most liveable tropical community and enhance Council's community development focus through community events, grants, wellbeing initiatives, and other key activities.

ABOUT YOU

You are an experienced public policy, advocacy and community development professional with a well-developed capability in leading and guiding a team, collaborating with colleagues, and engaging effectively with stakeholders and communities to deliver impactful outcomes for the community.

You have demonstrated experience in the following areas:

- Developing and providing quality, evidence-informed policy advice to stakeholders.
- Undertaking research and consultation and implementing effective actions to address key findings.
- Developing and delivering impactful initiatives, events, consultations and associated materials that achieve organisational, advocacy, and community development goals.
- Managing and administering grants and funding agreements.



You have strong written, oral and interpersonal communication skills, with the ability to engage with and consult diverse stakeholders and community groups.

You thrive in a collaborative and team-based environment, enjoy supporting colleagues and team members to achieve their goals, and can effectively manage and deliver multiple competing priorities.

KEY OUTCOMES

- Council has a high-quality annual Advocacy Plan that is developed through research and consultation, tracked, implemented effectively, and evaluated.
- Council has effective community development, inclusion, and safety and wellbeing strategies, programs and activities that contribute to making the Cassowary Coast the most liveable tropical community, including specific approaches for people with disability, carers, First Nations peoples, volunteers, girls and women, young people, and seniors.
- Advocacy and community development strategies are in place that support Council's strategic and operational priorities and empower communities to drive positive change.
- Council has a strong understanding of the community we serve including key issues, challenges, strengths, and opportunities.
- Evaluation and feedback demonstrate the effectiveness of, and community and stakeholder satisfaction with, Council's community development and advocacy approaches and deliverables including grants programs, events, and other activities.
- Effective collaboration, engagement and consultation with internal and external stakeholders.
- Team members understand their work priorities, and how their work contributes to community development and advocacy goals and aligns with Council's values, vision, objectives and plans.
- Provision of high quality, timely expert advice to colleagues, stakeholders and leaders that supports Council's policy, advocacy and community development objectives.

KEY ACCOUNTABILITIES

- Lead the Communities team and foster a collaborative, communicative and high-performance culture where team members are supported to deliver on their priorities and grow professionally.
- Lead the Communities team to deliver advocacy and community development priorities for Council, including initiatives outlined in Council's corporate and operational plans.
- Undertake research, consultation, analysis and evaluation to inform the provision of high quality, timely advice to the Mayor, colleagues and leaders and support the Council's policy, advocacy and community development objectives.
- Manage the Council's annual Advocacy Plan including development of advocacy priorities, implementation, reporting, and evaluation.
- Manage the Council's community safety plan, biannual community research project, and disability inclusion action plan.
- Manage the effective delivery of the Council's community grants program.
- Lead Council's Human and Social Recovery Sub-group including facilitating regular

meetings and collaborating with community organisations, stakeholders and colleagues on disaster recovery.

- Attend stakeholder forums and meetings, engage with relevant stakeholders, and represent Council as required to gain and share insights and knowledge, support Council's advocacy, and advance community development goals.
- Communicate Council's advocacy and community development activities and outcomes to a diverse range of audiences and stakeholders.
- Ensure compliance with Council policies, procedures, and governance standards.
- Undertake additional responsibilities as directed.

BEHAVIOURAL COMPETENCIES

- Practices and influences behaviours aligned with the Council's Values (Respect, Integrity, Courage) and the Code of Conduct for Council Employees in all interactions with internal and external stakeholders.
- Exercises and takes responsibility for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, and Risk and Privacy obligations.
- Models professional and ethical behaviours.
- Inspires individual and team commitment for performance and meeting team goals.
- Acts proactively, exercises initiative, demonstrates good judgment, and drives continuous improvement.
- Responds flexibly to change.
- Commits to personal and professional development.

SELECTION CRITERIA

Essential

- A Bachelor's degree and/or equivalent experience in community development, public policy, community engagement or equivalent qualification or experience.
- Demonstrated experience working in a public policy, advocacy, community development or community engagement role in local, state or federal government.
- Demonstrated experience in developing and delivering effective community programs and initiatives including grants programs and events.
- Demonstrated experience providing high quality public policy advice to stakeholders.
- Demonstrated experience in managing and mentoring high performing teams.
- Demonstrated experience undertaking stakeholder, community and internal consultations.
- Strong written, presentation, interpersonal, and oral communication skills.
- Strong research, analytical, policy development and evaluation skills.
- Strong project management skills.
- Strong administration, budget and financial management skills.
- Strong command of Microsoft Office programs.
- Ability to demonstrate behavioural competencies.
- Ability to work under broad strategic direction in a changing environment.
- Current Queensland Class 'C' driver's licence.



Desirable

- Knowledge of local government functions, activities and administrative processes.

OUR ORGANISATIONAL EXPECTATIONS

Equity and diversity

We are an equal opportunity employer and actively encourage diversity. We recognise the unique contribution First Nation people make to our workplace and our community and we strive to strengthen and develop connections through understanding, learning, and seeking opportunities to support a community connected to culture and Country.

Work health and safety

All employees are required to adhere to Council's Work Health and Safety Policy Statement and be committed to maintaining a healthy and safe work environment.