

Recruitment Details

Position Title:	Community Development and Engagement Officer (Fixed Term)	
Reference Number:	2810	
Portfolio:	Liveability and Wellbeing	
Location:	The Hub, Yeppoon	
Employment Status:	Fixed Term until March 2021	
Enterprise Bargaining Agreement:	Rockhampton Regional Council Certified Agreement 2012 – Internal Employees	
Remuneration Package:	<ul style="list-style-type: none"> • Queensland Local Government Industry Award 2017 (Stream A) – Level 5 (Salary \$78, 067 p/a) • 9.5% Council contribution to superannuation [increasing to 12% after 12 months service] • 9-day fortnight 	
Position Advertised:	Internal/External	
Recruitment Commences:	Saturday, 7 September 2019	
Recruitment Closes:	Monday, 23 September 2019 at midnight	
Enquiries:	Contact People and Culture on (07) 4913 5000	
How to Apply:	<ol style="list-style-type: none"> 1. Complete a Job Application Form 2. Address Selection Criteria 3. Submit a Detailed CV 4. Attached copies of relevant qualifications/tickets and licences 	
Lodge your application via one of the following:	<p>Email to: employment@livingstone.qld.gov.au</p> <p>Post to: People and Culture Livingstone Shire Council PO Box 2292 YEPPOON QLD 4703</p>	<p>Deliver to: Livingstone Shire Council Yeppoon Town Hall 25 Normanby Street YEPPOON</p>
Privacy Information:	<p>Please ensure you read and understand our privacy information located in the Job Collection Notice as a part of this application kit.</p> <p><u>It is your responsibility to understand and acknowledge these conditions by ticking the relevant box on the Application Form. If you fail to complete this section your application will not be processed.</u></p>	



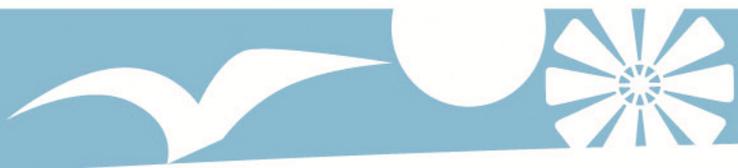
Community Development & Engagement Officer

SELECTION CRITERIA

Position Number:	2810
Portfolio:	Liveability and Wellbeing
Business Unit:	Community Wellbeing
Team:	Community Development and Sport and Recreation
Position Status:	Fixed Term Full time
Classification:	QLGIA (Stream A) Level 5
Reports To:	Principal Community Development and Engagement Officer
Revised:	August 2019

1. Mandatory Qualifications and Experience

- a) Tertiary qualifications relevant to the duties of the position and/or work experience including community planning and development, project management, community engagement and consultation activities.
 - b) First aid and CPR Accreditation or ability to undertake this training.
 - c) Undergo criminal history screening under the blue card system.
 - d) Possess and maintain a current motor vehicle drivers' licence.
2. High-quality knowledge and understanding of funding programmes, local and regional networks, legislation and standards pertaining to Local government and stakeholders providing support services to a diverse range of cohorts (for example: multicultural, youth, elderly, community organisations, sport and recreation bodies, etcetera) within the community.
 3. Demonstrated experience in strategic planning and development of cohort specific projects, programmes and facilities.
 4. Proven ability to plan, develop, initiate, manage, monitor, review and report on specific funded partnership programmes.
 5. Demonstrated ability to network, mediate and liaise with a diverse range of cohorts (for example: multicultural, youth, elderly, community organisations, sport and recreation bodies, etcetera) within the community.
 6. Demonstrated skills in high-level problem solving, negotiation, and conflict resolution.
 7. Excellent project management skills with the establishment of new services, initiatives and/or facilities across the Shire in response to identified needs.



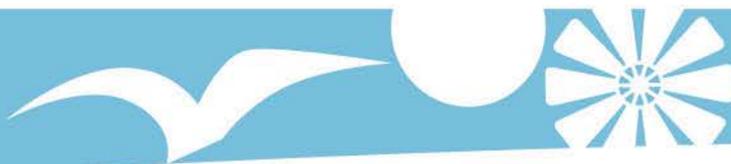
Please address each of the selection criteria in your application:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- What was your role?
- What did you do and how did you do it?
- What did you achieve?
- What was the end result/outcome?

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.



Job Application Collection Notice

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when applying for a position with Livingstone Shire Council. In reviewing this Collection Notice and sending us your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

What is personal information?

Personal information is any information which identifies you as an individual, or from which your identity can reasonably be ascertained. This includes your name, address, telephone number, date of birth, work experience, skills and qualifications, aptitude test results, referee contact details, visa details and other information relating to your career, education and personal interests that you provide to Council in your job application or resume.

Personal information may also be sensitive information, such as information about your health or criminal record. We only collect sensitive information if it is relevant to the requirements of a particular position and you consent, or the collection is otherwise allowed by law.

How your personal information will be collected

We will collect personal information directly from you when you apply for a position with us, for example, when you send us a job application via our website, or by email, mail or fax, or when you participate in an interview in person or over the phone.

We will also collect personal information from third parties when we receive the result of:

- reference checks
- enquiries that we make of professional associations or registration bodies
- competency or technical skills tests
- medical tests or psychological assessments
- verification of academic achievements
- police checks, where such checks are required
- Immigration

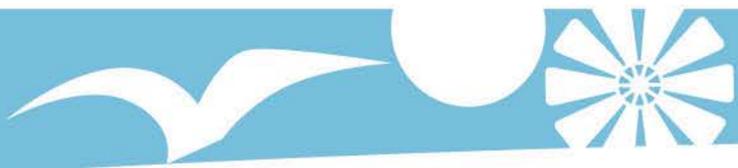
If you do not provide us with your personal information, we may not be able to consider your job application.

How your personal information will be used and disclosed

We will use your personal information to:

- assess your job application
- determine your actual or possible work placement
- verify the information you provide to us, for example, in relation to your health, work experience, skills, education, qualifications, criminal record, and if we require, citizenship, residency or visa work entitlements.

In using your personal information for these purposes, we may need to disclose your personal information to:



- your referees and previous employers
- the police
- health professionals
- the Department of Immigration
- the Commissioner for Children & Young People & Child Guardian
- other persons or bodies that are relevant to your job application, and that we may need to contact in order to verify the information that you provide to us.

We may also need to use or disclose your personal information for purposes allowed by law (such as in an emergency situation or to assist a law enforcement agency).

How your personal information will be protected

If you are unsuccessful in your application for a position, we will keep your personal information on file for up to two years.

If you are successful in your application, we will keep your personal information on file while you continue to work for us and for 70 years from your date of birth or seven years from date of separation, or resignation, whichever is later.

While we hold your personal information, we will take reasonable steps to protect it against, loss, unauthorised access, use, modification or disclosure, and any other misuse. We will destroy your personal information when it is no longer required by us in accordance with an approved disposal authority.

How to access your personal information or correct it

We will take reasonable steps to ensure that personal information that we hold about you is accurate, complete and up-to-date. If there is any change to the personal information that you provide to us, please let us know.

To make a request for access to your personal information, please complete and submit a *Right to Information and Information Privacy Access Application*. (Note that the law allows us to deny you access in certain limited circumstances. If we refuse access, we will give you reasons for our refusal.)

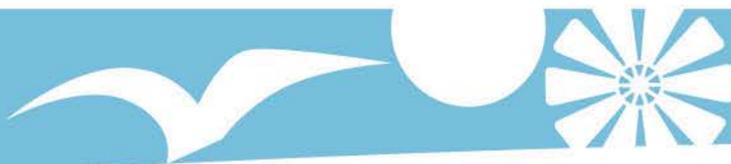
To make a request for correction of your personal information, please complete and submit an *Information Privacy Personal Information Amendment Application*,

We will try to respond to your request for access or correction promptly. We may, however, need up to 25 days to process your application.

How to make a complaint to us

To make a complaint about the way we have handled your personal information, please complete and submit our *Privacy Complaint Form*.

We will try to respond to your complaint promptly, in most cases within 14 days. We may, however, need up to 45 days to provide you with a response.



If:

- you are not satisfied with our response to your complaint; or
- 45 days has passed without a response from us; or
- We are unable to resolve your complaint,

You can lodge your complaint with the Office of the Information Commissioner on telephone (07) 32347373 or visit their website www.oic.qld.gov.au.

How to contact us

If you require more information on how we manage your personal information, wish to request access to, or correction of, your personal information, or wish to make a complaint about the way we have handled your personal information, please contact:

RTI Coordinator
Livingstone Shire Council
Town Hall
25 Normanby Street
YEPPOON QLD 4703

OR

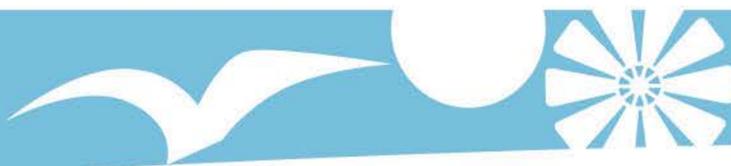
Postal address:

Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

Phone: 1300 790 919

Fax: 4836 4776

Email: enquiries@livingstone.qld.gov.au



Job Application Guide

Please follow the instructions in this guide carefully in order to ensure that you fully address all application requirements.

Thank you for your interest in the recently advertised position with Livingstone Shire Council. The assessment for selection is based upon the merit of each applicant in relation to the requirements of the position.

1. Livingstone Shire Council

Livingstone Shire Council is situated in the Capricornia region of Central Queensland. Following a successful de-amalgamation referendum, the Shire was re-established on 1 January 2014. Covering an area of 11,800 square kilometres, the Shire incorporates the coastal areas of Yeppoon, Emu Park, Great Keppel Island, Stanage Bay and Keppel Sands; and the rural areas of Byfield, Cawarral, The Caves, Yaamba, Kunwarara, Marlborough and Ogmoo.

Approximately 350 staff provide services to a growing population of approximately 36,000 residents. Industry in the Shire is predominately tourism and agriculture, including pineapple production and timber harvesting. The elected Council consists of the Mayor and 6 Councillors, and the organisation is made up of 2 operational portfolios. All departments report directly to the Chief Executive Officer.

2. Your Application:

Your application should include:

- A completed **Application Form**;
- Clear copies of qualifications, licenses, tickets and/or certificates that are **directly** relevant to the position being applied for
- A **Resume** containing a brief summary of your education, qualifications, work experience and two (2) work-related referees;
- A statement addressing the **Selection Criteria** (if required).

Please do not send originals of licences, certificates, tickets, etc.

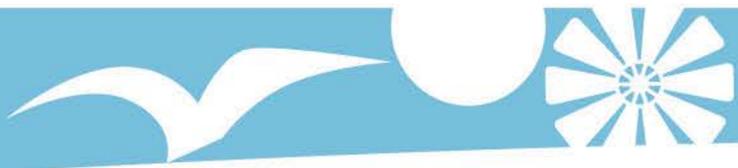
2.1 Job Application Form

Included in this Application Kit is an Application Form. You **must** complete this form and attach it to the front of your application. Check your cover sheet for further information.

2.2 Resume

This is a brief summary of your details including:

- Personal details: name, address, contact telephone numbers;
- Educational Background: list details from most recent to past – include your university, college and / or school and any training courses or other qualifications;
- Work History: list details from most recent to past. State the employer's name and how long you were there. State your position and the key duties involved in the role;
- Additional Information: e.g.: First Aid certificates, Drivers Licences, Operators Tickets etc;
- Referees: you are required to provide the name and contact telephone numbers of two (2) *work related* referees who can provide objective and honest feedback about your work experience and performance, and where possible, how it relates to the selection criteria. Preferably these referees will be your current or most recent supervisor.



2.3 Addressing Selection Criteria

It is recommended that you address all selection criteria separately. Your demonstration of your ability to meet the selection criteria is the most important part of your application.

The Selection Panel will use all the information provided in your application, but will concentrate on how well you have demonstrated your ability to meet the selection criteria through an analysis of your qualifications, skills, abilities, experience and knowledge.

Each criterion is based on the required qualifications, skills and knowledge necessary to carry out the principal responsibilities of the role.

Consider the level of the position coupled with the skills and competencies within the Position Description and answer appropriately. For instance, if applying for an officer level position it is not necessary to refer to management level experience.

Depending on the nature of the role, if you do not meet an essential selection criterion to satisfy a legal, registration or accreditation purpose or to satisfy a requirement of a professional body, you may be excluded from further consideration for the position.

Wording used in the selection criteria describes the necessary level of knowledge or skill/ability to do the job. For example:-

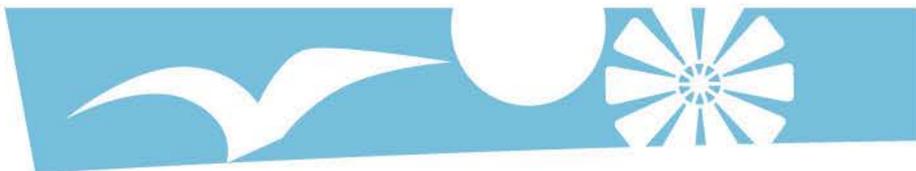
Demonstrated means that you have actually performed the activity or used the skill in the past, rather than just the potential to do so.

Knowledge of, or the ability to rapidly acquire the knowledge of means that you already have the required knowledge or you can provide examples of past situations which have required a rapid acquisition of knowledge.

Thorough, sound or high level indicates that a more advanced level of knowledge or skill may be required.

Suggested approaches to addressing selection criteria include:

- Read each of the selection criteria carefully and make sure you specifically address each criterion by outlining how YOUR qualifications, skills, abilities, experience and knowledge meet the requirements of the position. Provide supporting documentation, preferably by examples of your personal experience that supports your statement.
- You may like to take into account;
 - What was your previous role?
 - What did you do and how did you do it?
 - What did you achieve?
 - What was the end result/outcome?
- Use actual examples of what you have done that are relevant to each selection criterion. Include how well you did it, what you achieved and how it relates to the requirements of the role. When considering the length of your statement addressing the selection criteria, remember it is *quality not quantity* that counts. Responses are generally no longer than one page per criterion.
- The statement should consist of each of the selection criteria as a heading and your written response underneath.



3. Selection Process

As an Equal Employment Opportunity Employer all selections are based on "merit". In order to select the most appropriate applicant for the position a number of selection methodologies are used. Each selection method will be based on the applicant's ability to successfully meet the requirements of the position.

3.1 Shortlisting

All applicants are short-listed after the close of applications. This involves:

- All applications being read by members of the selection panel;
- Information provided in each application is compared with the position requirements;
- Suitability in terms of the position requirements is noted and compared with other applicants; and
- The most meritorious applicants, as determined by the selection panel, are then shortlisted.

Short listed applicants are then contacted by phone to arrange an interview.

3.2 Skills Testing

Skills testing may be undertaken as a part of the shortlisting process, either prior to an interview or after. The skills testing may involve computer literacy, typing or other tests that are suited to the position.

3.3 The Interview

All short-listed applicants will be offered an interview. At the interview you may be required to bring with you original qualifications and/or tickets for viewing by the panel. The interview will consist of a series of questions based on the position requirements. You will have the opportunity to explain and expand on the information provided in your application. The selection panel's task is to establish whether you possess the necessary skills, and attitudes to perform the duties and requirements of the position and in some cases have the potential to acquire these skills within a reasonable time period.

Your task is to demonstrate to the selection panel on how well you meet the position requirements and to determine whether the position is suitable for you. Remember, the interview is a two way process. Therefore, as well as the interviewer asking questions, you may ask questions as well.

Dependent upon the position, if you are selected for an interview and are required to attend in person, Council may pay for your return airfare (if applicable). Any other expenses associated with the interview will be borne at your expense.

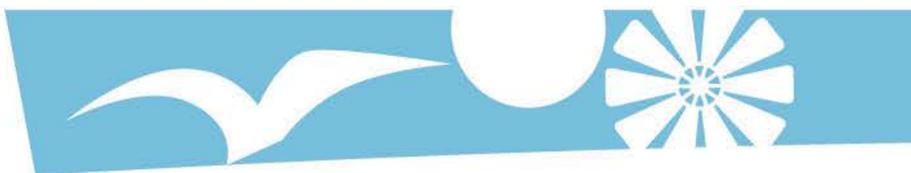
During the interview, it would be preferable if you could provide a firm commencement date should you be successful in obtaining this position.

Preparing for your interview:

- Carefully read the Position Description and in particular the position requirements and functions of the position;
- List key issues relating to each criteria;
- Think of likely questions, which would directly apply to the Position Description.

3.4 Assessments

Candidates may undergo other assessments as part of the selection process. Applicants may also be required to attend a Functional Capacity Evaluation (FCE). If a position has been identified as requiring applicants to participate in an FCE, you will be advised at interview and be provided with an information sheet outlining the process.



3.5 Criminal History Checks

As part of the recruitment process, applicants may be required to undertake a criminal history check. If this is required, applicants will be advised by People and Culture and asked to provide 100 points of identification and complete an applicant consent form.

3.6 Reference Checking

You will be asked to supply two (2) *work-related* referees with your application. Reference checks will be conducted after an applicant has successfully met the other selection processes. The best referees are those that can discuss your previous work experience in line with the position requirements.

4. Post Selection

4.1 Notification

Both the successful applicant and the interviewed unsuccessful applicants will be notified of the outcome as soon as possible after the final decision has been made.

4.2 Feedback

Unsuccessful interviewed applicants may obtain feedback on their application and interview by contacting the Chair of the interview panel. Council is unable to provide feedback to applicants who do not gain an interview.

5. General Conditions of Employment

5.1 Salary and Conditions of Employment

Salary and conditions of employment with Livingstone Shire Council will be either:

- General classification – based on industrial instruments; or
- Executive classification – non-industrial instrument.

These conditions will be discussed at the interview or at the time of your offer of employment.

5.2 Probation

Appointment in the first instance will be on the basis of a probationary period. This probation may be extended in exceptional circumstances. The purpose of the probation is two-fold:

- i) For the Council to see if the employee is suitable for the position or not and decide whether to offer permanent employment or terminate employment; and
- ii) For the employee to see if he/she likes the position and wishes to take the offer of permanent employment or resign.

5.3 Relocation

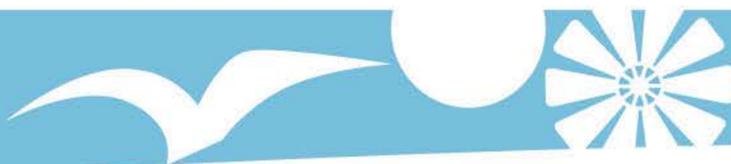
Relocation assistance may be provided for successful applicants. This will be negotiated upon offer of employment and will be in accordance with Council's policy.

5.4 Smoke Free Work Environment

Livingstone Shire Council has a smoke free work environment. No smoking is permitted in any Council building, vehicle, plant or machinery.

5.5 Policies

Council has a number of policies to ensure a quality working environment. It is important that all new employees become familiar with these policies after commencement.



5.6 Workplace Health and Safety

Livingstone Shire Council is committed to providing a safe and healthy work environment. Comprehensive workplace health and safety policies and procedures are in place to ensure you are not at risk while at work.

5.7 Induction

All new employees will be required to undergo a corporate induction when they commence at Livingstone Shire Council. This induction will be arranged by People and Culture.

6. Lodging Your Application

Applications for any vacancy must be received by the closing date shown on the advertised position and should be forwarded to:

Post to: People and Culture
Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

OR

Deliver to:
(by 4.30pm on closing date) Customer Service Centre
Town Hall
25 Normanby Street
YEPPOON QLD 4703

OR

Customer Service Centre
7 Hill Street
EMU PARK (Library) QLD 4710

Fax to: 4836 4776
Enquires: 4913 5000
E-mail to: employment@livingstone.qld.gov.au (.doc & .pdf files only)
(by midnight on closing date)

You will be sent an acknowledgment letter upon receipt of your application when the recruitment for the position closes.

For more information contact People and Culture on (07) 4913 5000

Job Application Form

People and Culture

Enquiries 1300 790 919 or 07 4913 5000
Email employment@livingstone.qld.gov.au
Address PO Box 2292, YEPPOON QLD 4703
Street Address 25-27 Normanby Street, YEPPOON



PRIVACY NOTICE: Livingstone Shire Council is collecting the personal information you supply on this form for the purposes outlined in the Job Application Collection Notice which is a part of the Application Kit. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Position Title:	
Reference Number:	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other _____
Surname:	
Given Name(s):	
Preferred Name:	
Home Address:	Street:
	Town/City:
	State: Postcode:
	Country (if not Australia):
Postal Address (if different to home):	
Email Address:	
Contact Telephone:	Home: Mobile:
Best Method of Contact:	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Email
How did you find out about this position?	<input type="checkbox"/> The Morning Bulletin <input type="checkbox"/> Council's Website <input type="checkbox"/> Seek <input type="checkbox"/> Word of Mouth <input type="checkbox"/> LG Job Directory <input type="checkbox"/> Facebook <input type="checkbox"/> Other _____
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you have a working visa? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a current LSC employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously been employed with Local Government?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which Council have you previously worked for? _____

Do you acknowledge and agree to the collection and disclosure of your personal information, as outlined in the 'Job Application Collection Notice' which is part of this Application Kit? **Yes** **No**

PLEASE NOTE: YOUR APPLICATION CANNOT BE PROCESSED WITHOUT YOUR CONSENT